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Federal Department of the
Environment, Transport, Energy and Communications DETEC

Federal Office of Civil Aviation FOCA
Safety Division - Flight Operations

FOCA GM/INFO

Guidance Material / INFORMATION

Operations and Training Manual Certification Leaflet

This GM/INFO provides guidance on all aspects of the required structure and content of an Approved Training Organisation's (ATO) documentation based on ORA.ATO.130/230, AMC 1 ORA.ATO.230.

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Scope	General requirements for the Approved Training Organisation's documentation regarding Operations Manual (OM) and Training Manual (TM)
Applies to	Approved Training Organisations (ATO)
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LoR ISS1 / REV8 / 30.05.2023

Date	Issue	Revision	Highlight of Revision
04.01.2016	1	0	Initial issue. Changes to the limited published draft version 1.61 are: • List of refereces amended; • Training manual added; • Syllabi for licences, ratings and certificates added as appendices; • Chapter 3.1.4 «Student discipline and disciplinary action» amended with the procedure for suspending a student from training; • Chapter 3.1.12 «Flight crew qualification records» amended with an example of personal files with record of assigned students / instructors; • Chapter 3.1.21 «Introductory flight – trial lesson» added; • List of abbreviations and sample of cross-reference table amended accordingly.
02.12.2016	1	1	• Means of publication changed to FOCA Guidance Material / Information (GM/INFO); • Cover Page (CP) Headline amended with FOCA division identification; • Page headline changed to FOCA GM/INFO identification; • «List of Effective Appendices» (CLAPP) implemented; • LoA «List of Abbreviations» amended with additional terms used in revision 1; • CL 0 «Introduction», Chapter 0.1 «Purpose» and Chapter 0.2 «Scope» revised to reflect FOCA GM/INFO; • Chapter 0.2.1 «Templates in Word Format» implemented providing information on the availability of manual templates; • Chapter 0.4 «List of References» amended with the applicable regulations related to occurrence reporting; • Chapter 1.1.3 «OM Part C: Route» amended with crossreference to OMM; • Chapter 1.1.4 «OM Part D: Staff Training» amended with crossreference to OM B; • Chapter 2.1 «Structure of the Organisation's Documentation» reference to FOCA CL MS clarified; • Chapter 3.1.0 «Introduction into the Operations Manual» amended example with a reference to the list of relevant standards and requirements; • Chapter 3.1.4 «Student discipline and disciplinary action» corrected reference to OMM chapter «feedback and reporting system» in the example; • Chapter 3.1.7 «Command of aircraft» amended with provisions of the second row «Solo Flight» with valid medical instead of only medical; • Chapter 3.1.8 «Responsibilities of the PIC» literal errors are corrected; • Chapter 3.1.10.2 «Documents to be carried on Board» aircraft blue booklet bullet «the scope of utilisation of the aircraft» removed and amended with the EASA Forms 138, 139 and 140; • Chapter 3.1.12 «Flight crew qualification records (licences and ratings)» example of student file amended with «copy of language proficiency check results»; • Chapter 3.1.20 «Safety (general) – equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.» example «Emergency Locator Transmitter (ELT) accidental activation» amended with the Personal Locator Beacon (PLB). Rescue Coordination Centre (RCC) contacts are changed. In subchapter «Recommended broadcasts in the vicinity of non-controlled aerodromes» the broadcast example in table row «overhead and ready to join the circuit» is corrected. Typing errors in the examples are corrected; • Chapter 3.1.20 «Safety (general)», Subchapter «Handling and reporting of occurrences» revised based on (EU) 376/2014 and (EU) 2015/1018; • Chapter 3.2.1 in the table with the example «List of aircraft used for training» the column «scope of utilisation» changed to «approved operations capability»; • Chapter 3.2.2 «Aircraft handling» terminology revised in the assessment question and example specifying that aircraft are to be operated in compliance with the terms of its Certificate of Airworthiness (CoA), Approved Operations Capability as specified in the Type Certificate Data Sheet (TCDS), Specific Approvals and within the limitations contained in the Aircraft Flight Manual (AFM). Reference to OM A, Chapter x.20.x «Occurrence Reporting» is corrected; • Chapter 3.2.4 «Radio and radio navigation aids» terminology «scope of utilisation» is changed in «Approved Operations Capability» and legal reference NCO.IDE.195 is amended; • Chapter 3.2.5 «Allowable deficiencies» condition in which case a MEL requires prior approval or notification is specified. Terminology «Scope of Utilisation» is changed in «Approved Operations Capability». Guidance, scheme for MEL development and example with NCO requirements are amended; • Chapter 3.3.4 «Weather minima (Instructors)» in the example «VFR Flights» the reference to Swiss Air Law SR 748.121.11 (VVR) article 38 is deleted; • Chapter 3.4.3 «Refresher training», guidance, illustration and explanation related to «refresher seminar» for the revalidation of a CRI, SFI, FTI and TRI are clarified;

Date	Issue	Revision	Highlight of Revision
			• Chapter 4.1.9 «Tests and examinations», Subchapter 4.1.9.8 «Examination resit procedures» literal errors are corrected in the self assessment questions; • Chapter 4.4.2 «Lesson plans» amended with a self assessment question; • Chapter 5.2.4 «Class and Type Ratings CR/TR» provisions for the type rating course are revised. ZFTT and flight training on aeroplane are amended. Self assessment questions are amended accordingly. Special condition for the CR/TR course are amended with the provisions for the conduct of written exam for class rating sea for SP, SE and ME aeroplanes; • Chapter 5.2.4.1 «Flight Training on Aeroplane» added containing provisions for the flight training on aeroplane; • Chapter 5.2.4.2 «Zero Flight Time Training (ZFTT)» added containing provisions for the ZFTT; • Chapter 5.3.2«Type Rating Instructor TRI» amended with a guidance for course structure and requirements with the table «TRI Course Structure and Requirements». Questions for compliance verification and self assessment are amended accordingly; • Overall, several minor typing errors are corrected.
21.03.2017	1	2	• Chapter 3.1.10.2 «Documents to be carried on Board» amended with the missing evaluation method CA; • Chapter 3.1.12 «Flight crew qualification records (licences and ratings)» amended with the subchapter 3.1.12.1 «List of instructors – Personnel details and qualifications» containing provisions related to the development of the list of instructors. ATO cross reference table in chapter 1.1.1 «OM Part A: General» is amended accordingly; • Chapter 3.1.14 «Flying duty period and flight time limitations (instructors/students)» – Chapter 3.1.17 «Rest periods (instructors/students)», reporting revised based on (EU) No 376/2014 and (EU) No 2015/1018 in the example subchapter «unforeseen circumstances – instructor's/pilot in command's discretion»; • Chapter 3.4.3 «Refresher training», guidance, illustration and explanation related to «refresher training» for the renewal of an FI, IRI, CRI, SFI, FTI and TRI clarified; • Chapter 4.1.9 «Tests and examinations» amended with requirements, guidance and procedures, including questions for compliance verification and self assessment, for the preparation, analysis and review of examination papers; • Chapter 4.4.1 «Structure and method of theoretical knowledge course», definition of classroom and self-study clarified. Throughout the whole CL OM/TM the term «homework» as a synonym for «self-study» is deleted; • Chapter 4.4.6 «Review procedure», in the example the term «Homework» is replaced by «personal effort to learn»; • Chapter 5.1.7 «Commercial Pilot Licence CPL(A)», Subchapter «Guidance on the distribution and allocation of time constrains», the statement «The minimum hours must not include homework and/or self-study.» is deleted; • Chapter 5.1.8 «Multi Crew Pilot Licence MPL(A)», Subchapter «Guidance on the distribution and allocation of time constrains», the statement «The minimum hours must not include homework and/or self-study.» is deleted; • Chapter 5.1.9 «Airline Transport Pilot Licence ATPL(A)», Subchapter «Guidance on the distribution and allocation of time constrains», the statement «The minimum hours must not include homework and/or self-study.» is deleted; • Chapter 5.2.1 «Instrument Rating IR(A)», Subchapter «Guidance on the distribution and allocation of time constrains», the statement «The minimum hours must not include homework and/or self-study.» is deleted; • Chapter 5.2.2 «Competency-based Modular Flying Training Course CB-IR(A)», Subchapter «Guidance on the distribution and allocation of time constrains», the statement «The minimum hours must not include homework and/or self-study.» is deleted; • Chapter 5.2.3 «En Route Instrument Rating EIR(A)», Subchapter «Guidance on the distribution and allocation of time constrains», the statement «The minimum hours must not include homework and/or self-study.» is deleted; • Chapter 5.3.2 «Type Rating Instructor TRI» amended with the statement «if the TRI training is carried out in an FSTD only, the privileges of the TRI shall be restricted to training in the FSTD»; • Overall, several minor typing errors are corrected.
23.01.2018	1	3	• Overall terminology for «aircraft / aeroplane / helicopter» verified, as well as «aerodrome / operating site», «runway / FATO» and «EC70/2012 / EU No 70/2014»; • Chapter 3.1.8 «Responsibilites of the PIC» added flight time definition for helicopters; • Chapter 3.1.20.1 Dispatch time of occurrence reporting revised to «Reporting occurences within 72 hours of becoming aware of the occurrence, unless exeptional circumstances prevent this»; • Chapter 3.2.2 «Aircraft handling» added example flight profiles for helicopters; • Chapter 3.2.3 «Emergency procedures» amended to include helicopter considerations; • Chapter 3.2.3.1 «Decision-making and Emergency Management» amended to include helicopter considerations;

Date	Issue	Revision	Highlight of Revision
			• Chapter 3.2.4 Link to AIC updated; • Chapter 3.3.1 Helicopter relevant performance requirements (HIGE/HOGE/LDP) and performance table for helicopter added which includes take off / enroute / landing; • Chapter 3.3.3 text concerning problem with «lateral CG» added; • Chapter 3.3.4 Evaluation method «CA» added. FATO added to the «dimensions and characteristics of the runway»; • Chapter 3.4.2 «Initial Training» FOCA Flight Instructor course VFAL reference replaced; • Chapter 3.3.6 «Training routes or areas» table under «Training areas and aerodromes used for training» amended to include heliports and added the acronym «WAHIBELU» for operating sites; • Chapter 4.1.9.1 «Tests and Examinations» added reference to FOCA Examiner Guide EASA Part FCL Helicopter; • Chapter 4.1.9.2 «Theoretical Knowledge» added ATO examinations for Helicopters; • CL 5, all syllabi, references to JAR learning objectives replaced with references to Part-FCL learning objectives; • Chapter 5.1.1 restructured and used «Light Aircraft Pilot Licence LAPL» as a general title, added LAPL(H) syllabus under chapter 5.1.1.2; • Chapter 5.1.2 restructured and used «Private Pilot Licence PPL, Sailplane Pilot Licence SPL and Balloon Pilot Licence BPL» as a general title, added PPL(H) syllabus; • Chapter 5.1.5 restructured and used «Commercial Pilot Licence CPL» as a general title, added CPL(H) syllabus including CPL modular, CPL integrated and CPL/IR integrated; • Chapter 5.1.7 restructured and used «Airline Transport Pilot Licence ATPL» as a general title, added ATPL(H) syllabus including ATPL modular, ATPL integrated and ATPL/IR integrated; • Chapter 5.2.1.2 «Instrument Rating IR(H)» added; • Chapter 5.2.3 «CR/TR Training Course» added helicopter specific requirements. Adapted references to other chapters. OSD definitions of mandatory and recommended elements completed. • Chapter 5.2.4 «Multi-Crew Cooperation Training Course MCC» added helicopter specific requirements; • Chapter 5.2.7 «Night Rating NIT» added helicopter specific requirements; • Chapter 5.3.1 «Flight Instructor FI» added helicopter specific requirements; • Chapter 5.3.2 «Type Rating Instructor TRI» added helicopter specific requirements; • Chapter 5.3.5 «Synthetic flight instructor SFI» added helicopter specific requirements; • Chapter 5.3.7 «Synthetic Training Instructor STI» added helicopter specific requirements; • Overall, several minor typing errors are corrected.
22.10.2019	1	4	• Chapter 0.4 «List of References» updated; • Chapter 1.1.5 «TM Part 1: Training Plan» item amended to «Assessments, tests and examinations»; fifth bullet renamed with «Test and assessment reports and records»; • Chapter 1.1.7 «TM Part 4: Theoretical Knowledge Instruction» Area 100 KSA added; • 3.1.12 «Flight crew qualification records (licences and ratings)» example of the student file amended by inserting the outcome of summative assessments; • Chapter 3.1.14 «Flying duty period and flight time limitations (instructors)» added a proportionate FTL scheme. Table «Overview relation» in examples amended; • Chapter 3.1.18 «Pilots' log books» first bullet: The obligation to carry the log book on the aircraft corrected. The table in the example is adapted by inserting «if applicable» behind «instructors data» in the familiarisation training box; • Chapter 3.1.20.1 «Handling and reporting of occurrences» table of reportable occurrences amended according 2015/1018 Annex V; • Chapter 3.1.21 «Introductory flight in the context of a trial lesson» term «in the context of a trial lesson» added. In addition, clarification of the difference between introductory flights in terms of marginal activity and in terms of a trial lesson; • Chapter 3.2.3.1 «Decision-making and Emergency Management» text for SPORDEC is clarified; • Chapter 3.3.5 «Weather minima (students – at various stages of training)» amended with «density altitude»; • Chapter 3.4.2 «Initial training» provisions for the TKI Area 100 KSA inserted. In addition, the MCCI added to IRI, CRI, TRI, SFI and FTI in step 3 second row. VFAL amended with FI, IRI and CRI (reference in step 3); • Chapter 3.4.3 «Refresher training» provisions for the Yearly Refresher Training for TKIs Area 100 KSA inserted; • Chapter 3.4.6 «Upgrading training» the first «Additional Ratings» title in the Illustration replaced by «Ratings»; • Chapter 4.0.4 «Session plan» text «Instructional methods» added to the session programme; • Chapter 4.1.9.5 «Test and assessment reports and records» provisions for Area 100 KSA added;

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			• Chapter 4.4.1 «Structure and method of theoretical knowledge course» table «Overview of theoretical knowledge instruction methods» amended by inserting the provisions for videoconferencing; • Chapter 4.4.1.1 «Distance learning» formerly 4.4.7 renumbered. The description of distance learning is adapted by inserting the provisions for the pre-entry theoretical knowledge instruction for the first multi engine helicopter type rating. Classroom instruction amended by inserting the provisions for videoconferencing; • Chapter 4.4.7 «Appendices» (Area 100 KSA) added; • Chapter 5.1.5 – 5.2.2 reference to forms of instruction amended. In addition, guidance on the distribution and allocation of time constraints adapted; • Chapter 5.1.1.1, 5.1.1.2, 5.1.2.1, 5.1.2.2 question concerning the minimum theoretical knowledge course hours (100hrs) deleted; • Chapter 5.1.6 «Multi Crew Pilot Licence MPL» table in «Guidance on the distribution and allocation of time constraints» deleted. In addition, new questions addressing the UPRT training elements and the «Advanced UPRT course – aeroplanes» added; • Chapter 5.1.7.1 «Airline Transport Pilot Licence ATPL(A)» a new question addressing the «Advanced UPRT course – aeroplanes» added; • Chapter 5.2.1.1 – Chapter 5.2.1.3, 5.2.2 subject 092 «IFR Communications» in the «Guidance on the distribution and allocation of time constraints» tables corrected to 090 Communications; • Chapter 5.2.2 «Enroute IR EIR» reference to AMC1 FCL.310; FCL.515 (b); FCL.615 (b) added to the theoretical knowledge box; • Chapter 5.2.3 «Class and Type Ratings CR/TR» reference to FCL.745.A added. In addition, new questions addressing the UPRT training elements and the «Advanced UPRT course – aeroplanes» including the respective explanations added; • Chapter 5.2.3.1 « Flight Training on Aeroplane » obligation to perform at least one Go-Around during the base training added; • Chapter 5.2.3.2 «ZFTT» statement of the reduction of take off and landing requirements in case of OSD and ORO.FC.220 included. The correctness of the statement that exterior inspection training is to be completed prior the line check verified; • Chapter 5.2.3.5 «Advanced UPRT course – aeroplanes» New chapter added; • Chapter 5.2.4 «Multi-Crew Cooperation Training Course MCC» amended reference box by including AMC2 FCL735.A. Inserted two bullets adressing Multi-crew cooperation (MCC) training course and APS MCC training course in the guidance. Inserted a new table for the APS MCC training; • Chapter 5.3.2 «Type Rating Instructor TRI» added the helicopter references to the table «TRI Rating Course Structure and Requirements» Part 2. Added the minimum instructions hours to Part 3; • CL 6 «Revalidations and Renewals» new chapter concerning «revalidation and renewal of ratings» added; • Overall, several typing errors and editorial subjects are corrected.
23.02.2021	1	5	• All links and references to external documents reviewed; • CLAPP «List of Effective Appendices to the Certification Leaflet» list of effective syllabi templates has been added; • LoA «List of Abbreviations» updated; • Chapter 0.3 «Terms and Conditions» added the term «or» and updated references to the EC English Style Guide; • Chapter 0.4 «List of References» updated; • Chapter 1.1 «Sample of Cross-Reference Table» several references amended or revised; • Chapter 3.1 «Introduction into the Operations Manual» amended example to include SFCL and BFCL; • Chapter 3.1.3.1 «Head of Training (HT)» amended to include Part-BFCL and Part-SFCL; • Chapter 3.1.4 «Student discipline and disciplinary action» amended in the example the name of chapter x.9.x to «Assessments, tests and examinations» • Chapter 3.1.5 «Approval/authorisation of flights» amended to include Part-BFCL and Part-SFCL, added R/T communication, as well as systems/equipment operation; • Chapter 3.1.8 «Responsibilities of the PIC» amended the example to include the PBN database, NOTAMs and editorial changes; • Chapter 3.1.10.2 «Documents to be carried on Board» added a reference to BFCL and SFCL; • Chapter 3.1.11 «Retention of documents» amended to include new question regarding students changing their training organisation; • Chapter 3.1.12 «Flight crew qualification records (licences and ratings)» amended with the restricted access of Area 100 KSA information, added the mental maths test in the example of the student file;

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			• Chapter 3.1.12.1 «List of instructors – personal details and qualification of instructors» FOCA congratulates Kuno Ampère for gaining the competence of providing Area 100 KSA instruction and assessment; • Chapter 3.1.18 «Pilots' log books» digital log book amended and references to SFCL and BFCL added; • Chapter 3.1.20 « Safety (general) – equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.» amended RCC contact information; • Chapter 3.2.1 «Aircraft descriptive notes» title changed to «Aircraft descriptive notes – Aircraft/FSTD used for training», amended the example to include the CAO and described the use of Annex I aircraft; • Chapter 3.2.1.1 «Use of Aircraft listed on an AOC» added a new reference box to describe the use of an aircraft in an AOC; • Chapter 3.2.2 «Aircraft handling» added a clarification regarding the picture in «normal procedure including flight profile description»; • Chapter 3.2.3 «Emergency procedures» amended to include the ICAO UPRT document; • Chapter 3.2.5 «Allowable deficiencies» amended to include provisions for aircraft listed in an AOC; • Chapter 3.3.2 «Flight planning (fuel, oil, minimum safe altitude, navigation, equipment, etc.)» amended to include NCO.OP.142; • Chapter 3.3.4 «Weather minima (flying instructors)» added approach and landing conditions in the example; • Chapter 3.4.2 «Initial training» amended TKI requirements related to Area 100 KSA initial training; • Chapter 3.4.3 «Refresher training» completely revised; • Chapter 3.4.4 «Standardisation training» amended to include a reference to the Area 100 KSA recurrent and standardisation training; • Chapter 3.4.6 «Upgrading training» the term «privileges» amended, related graphical presentations revised accordingly; • CL 4 «Training Manual» added the legal references of Part SFCL and Part BFCL to all applicable reference boxes; • Chapter 4.0.1 «Terminology» added the terminology «Learning Objective»; • Chapter 4.0.3 «Lesson plan» added the reference to the explanation of the verbs used in the Bloom taxonomy; • Chapter 4.1.1 «The aim of the course (ATPL, CPL/IR, CPL, etc. as applicable)» amended the example by changing LAPL(B) to BPL; • Chapter 4.1.2 «Pre-entry requirements» added reference to Part SCFL and Part BFCL; • Chapter 4.1.3 «Credits for previous experience» added reference to Part SCFL and Part BFCL; • Chapter 4.1.5 «The time scale» added reference to Part SCFL and Part BFCL; • Chapter 4.1.8 «Safety training» added reference to Part SCFL and Part BFCL; • Chapter 4.1.9 «Assessments, tests, examinations» amended for various examination sitting requirements. Added references to Part-BFCL and SFCL, as well as a definition for examination papers. Implementation of questions, description and guidance on Area 100 KSA; • Chapter 4.1.9.1 «Area 100 KSA – General» newly added providing guidance and an overview on the implementation of Area 100 KSA; • Chapter 4.1.9.4 «Authorisation for test» included Area 100 KSA; • Chapter 4.1.9.9 «Examination resit procedure» amended procedure according FCL.025; • Chapter 4.1.10 «Training effectiveness» amended training course development and evaluation process by implementing Instructional System Design (ISD), added example «development of training courses» and amended table «Training standard evaluation» with results of Area 100 KSA assessments and mental math tests; • Chapter 4.2.1 «Air exercise» added reference to Part SCFL and Part BFCL; • Chapter 4.2.3 «Course structure: phase of training» added reference to Part SCFL and Part BFCL; • Chapter 4.2.7 «Progress tests» amended the name of reference to chapter x.9.x to «Assessments, tests and examinations»; • Chapter 4.4.1 «Structure and method of theoretical knowledge course» added reference to Part SCFL and Part BFCL; • Chapter 4.4.1.1 «Distance learning» amended to include the verification of student identity and added reference to Part SFCL and Part BFCL; • Chapter 4.4.4 «Student progress» amended the name of reference to chapter x.9.x to «Assessments, tests and examinations» and added reference to Part SFCL and Part BFCL; • Chapter 4.4.5 «Progress testing» amended the name of reference to chapter x.9.x to «Assessments, tests and examinations» and added reference to Part SFCL and Part BFCL; • Chapter 4.4.6 «Review procedures» amended example for review procedure to include summative assessments; • Chapter 5.1.1.1 «Light Aircraft Pilot Licence LAPL(A)» amended references; • Chapter 5.1.1.2 «Light Aircraft Pilot Licence LAPL(H)» amended references;

Date	Issue	Revision	Highlight of Revision
			• Chapter 5.1.1.3 «Light Aircraft Pilot Licence LAPL(S)» noted deletion of licence category; • Chapter 5.1.1.4 «Light Aircraft Pilot Licence LAPL(B)» noted deletion of licence category; • Chapter 5.1.2.1 «Private Pilot Licence PPL(A)» amended references; • Chapter 5.1.2.2 «Private Pilot Licence PPL(H)» amended references; • Chapter 5.1.3 «Sail Plane Pilot Licence SPL» amended references of FCL to SFCL; • Chapter 5.1.4 «Balloon Pilot Licence BPL» amended references of FCL to BFCL; • Chapter 5.1.5.1 «Commerical Pilot License CPL(A)» amended to include references regarding basic UPRT and Area 100 KSA requirement; • Chapter 5.1.5.2 «Commerical Pilot License CPL(H)» amended to include Area 100 KSA requirement; • Chapter 5.1.6 «Multi Crew Pilot License MPL» amended to include references regarding basic and advanced UPRT and Area 100 KSA requirement; • Chapter 5.1.7.1 «Airline Transport Pilot License ATPL(A)» amended to include references regarding basic and advanced UPRT and Area 100 KSA requirement; • Chapter 5.1.7.2 «Airline Transport Pilot Licence ATPL(H)» corrected legal references and amended to include Area 100 KSA requirement; • Chapter 5.2 «Ratings» renamed to «Ratings and Privileges»; • Chapter 5.2.3 «Class and Type Ratings CR/TR» amended to include references regarding flight training as part of a Type Rating training course under an AOC, «OSD available» clarified and reference box amended with OE GM; • Chapter 5.2.3.1 «Flight Training on Aeroplane» amended to include references regarding flight training as part of a Type Rating training course under an AOC and flight training program clarified; • Chapter 5.2.3.3 «High Performance SP Aeroplanes HPA (VFR and IFR)» moved to chapter 5.2.3.5; • Chapter 5.2.3.4 «Pre-Entry Course ME for helicopters» moved to chapter 5.2.3.6; • Chapter 5.2.3.5 «Advanced UPRT course – aeroplanes» moved to chapter 5.2.3.4 and added reference to chapter 5.3.1.1 «Advanced UPRT Instructor»; • Chapter 5.2.4 «Multi-Crew Cooperation Training Course MCC» moved to chapter 5.2.3.3; • Chapter 5.2.5 «Aerobatic Rating ACR» moved to chapter 5.2.4 and added reference to NCO.SPEC, reference to sailplane deleted; • Chapter 5.2.6 «Sailplane Towing» moved to chapter 5.2.5 and added reference to NCO.SPEC; • Chapter 5.2.7 «Night Rating NIT» moved to chapter 5.2.6 and amended to include references regarding NIT on aeroplanes; • Chapter 5.2.8 «Mountain Rating MOU(A)» moved to chapter 5.2.7; • Chapter 5.2.9 «Flight Test Rating» moved to chapter 5.2.8; • Chapter 5.2.10 «Sailplane Cloud Flying Rating» moved to chapter 5.2.9, renamed to «Sailplane Cloud Flying Privileges» and amended references; • Chapter 5.3.1 «Flight Instructor FI» amended by deleting the references to FI(S) and FI(B); • Chapter 5.3.1.1 «Advanced UPRT Instructor» added a new reference box for the advanced UPRT instructor training course; • Chapter 5.3.2 «Type Rating Instructor TRI» divided into 5.3.2.1 «Type Rating Instructor TRI(A)» and 5.3.2.2 «Type Rating Instructor TRI(H)»; • Chapter 5.3.2.1 «Type Rating Instructor TRI(A)» training course revised/amended; • Chapter 5.3.2.2 «Type Rating Instructor TRI(H)» training course revised/amended; • Chapter 5.3.3 « Class Rating Instructor CRI» training course revised/amended; • Chapter 5.3.4 «Instrument Rating Instructor IRI» corrected, minor editorial changes; • Chapter 5.3.5 «Synthetic Flight Instructor SFI» devided into chapter 5.3.5.1 «Synthetic Flight Instructor SFI(A)» and chapter 5.3.5.2 «Synthetic Flight Instructor SFI(H)», training course revised/amended; • Chapter 5.3.5.1 «Synthetic Flight Instructor SFI(A)» training course revised/amended; • Chapter 5.3.5.2 «Synthetic Flight Instructor SFI(H)» training course revised/amended; • Overall, several typing errors and editorial subjects are corrected.
14.09.2021	1	6	• LoA «List of Abbreviations» updated; • Chapter 0.4 «List of References» updated; • Chapter 0.5 «Format of the CL» clarified; • Chapter 3.1.5 «Approval/authorisation of flights» example for check before solo flight by instructor amended to be in accordance with the guidance; • Chapter 3.1.10.1 «Technical Log System and Journey Log» amended with the requirement for unrestricted access to Log System following SE568; • Chapter 3.1.18 «Pilots' log books» amended with example for log book entry for the pipistrel electro difference training; • Chapter 3.1.20.1 «Handling and reporting of occurrences» changed the name of SUST to «Sicherheitsuntersuchungsstelle»;

Date	Issue	Revision	Highlight of Revision
			• Chapter 3.2.1 «Aircraft descriptive notes – Aircraft/FSTD used for training» devided in separate chapters and associated reference boxes; • Chapter 3.2.1.1 «Aircraft descriptive notes» new seperate reference box; • Chapter 3.2.1.2 «Aircraft used for training» new reference box implemented, describing general provisions for the use of aircraft including, third country and Annex I aircraft; • Chapter 3.2.1.3 «Use of Aircraft listed on an AOC» chapter number changed; • Chapter 3.2.1.4 «FSTD used for training» new reference box implemented, describing provisions to use specific FSTD in training courses; • Chapter 3.3.1 «Performance (legislation, take-off, route, landing etc.)» landing distance assessment and runway condition report amended; • Chapter 3.3.5 «Weather minima (students – at various stages of training)» added in the example wind restrictions for dual instuctions; • Chapter 3.3.6 «Training routes or areas» amended with considerations for nature and noise emission protection; • Chapter 3.4.3 «Refresher training» amended the refresher training guidance and example process with requirement to issue a training completion certificate specifying/listing the content of the refresher training and the provisions for individual refresher training amended with specific recurrent training requirements; • Chapter 4.1.9 «Assessments, tests and examinations» amended by deletion of EIR and implementation of BIR regarding validity and resit procedure; • Chapter 4.1.9.1 «Area 100 KSA – General» amended by adding a graphical overview regarding the affected documentation; • Chapter 4.1.9.4 «Authorisation for test» clarification of question and guidance related to the 35% rule; • Chapter 4.1.10 «Training effectiveness» added the approval point for training courses; • Chapter 5.1.5.1 «Commercial Pilot Licence CPL(A)» amended FCL reference of the LOs; • Chapter 5.1.5.2 «Commercial Pilot Licence CPL(H)» amended FCL reference of the LOs; • Chapter 5.1.6 «Multi Crew Pilot Licence MPL» amended FCL reference of the LOs; • Chapter 5.1.7.1 «Airline Transport Pilot Licence ATPL(A)» amended FCL reference of the LOs; • Chapter 5.1.7.2 «Airline Transport Pilot Licence ATPL(H)» amended FCL reference of the LOs; • Chapter 5.2.1.1 «Instrument Rating IR(A)» amended FCL reference of the LOs; • Chapter 5.2.1.2 «Instrument Rating IR(H)» amended FCL reference of the LOs; • Chapter 5.2.1.3 «Competency-based Modular Flying Training Course CB-IR» amended FCL reference of the LOs; • Chapter 5.2.2 «En Route Instrument Rating EIR» licence category withdrawn; • Chapter 5.2.3 «Basic Instrument Rating BIR» added a new reference box to provide guidance on the Basic Instrument Rating BIR training course; • Chapter 5.2.4.5 «High Performance SP Aeroplanes HPA (VFR and IFR)» special considerations amended with the requirement, that applicants with completed CB-IR course need to complete both parts, VFR and IFR; • Chapter 6.1 «Revalidation and Renewal of ratings» amended with a FCL reference to renewal requirements for pilots in EBT programme and amended with a reference to Appendix 9; • Overall, several typing errors and editorial subjects are corrected.
28.06.2022	1	7	• LoA «List of Abbreviations» updated; • Chapter 3.1.6 «Preparation of flying programme (restriction of numbers of aircraft in poor weather)» amended with volcanic ash and environmental protection considerations; • Chapter 3.1.12 «Flight crew qualification records (licences and ratings)» added legal reference to ORA.ATO.120; • Chapter 3.1.19 «Flight planning (general)» amended with volcanic ash considerations; • Chapter 3.1.20 «Safety (general) – equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.» reference to NCO.OP; • Chapter 3.2.1.2 «Aircraft used for training» amended with the statement that for the achievement of a licence category (LAPL, PPL, CPL, ATPL, MPL) homebuilt Annex I aircraft must not be used for training; • Chapter 3.3.2 «Flight planning (fuel / energy, oil, minimum safe altitude, navigation equipment etc.)» revised to reflect changes of (EU) 2021/1296, aerodrome definitions revised, selection of aerodrome requirements including planning minima revised to reflect changes of (EU) 2022/2237, term weather conditions replaced by meteorological conditions; • Chapter 3.3.4 «Weather minima (flying instructors)» amended with the considerations for volcanic ash, term weather conditions replaced by meteorological conditions; • Chapter 3.3.5 «Weather minima (students – at various stages of training» amended with the consideration for volcanic ash; • Chapter 5.1.5.1 «Commercial Pilot Licence CPL(A)» amended legal reference; • Chapter 5.1.5.2 «Commercial Pilot Licence CPL(H)» deleted reference to FCL.325;

Date	Issue	Revision	Highlight of Revision
			• Chapter 5.2.1.2 «Instrument Rating IR(H)» revised to reflect changes of FCL.630.H by including a reference to Chapter 5.2.4 «Class and Type Ratings CR/TR»; • Chapter 5.2.4 «Class and Type Ratings CR/TR» revised to reflect changes of FCL.630.H; • Overall, term fuel amended with energy; • Overall, several typing errors and editorial subjects are corrected.
30.05.2023	1	8	• Chapter 3.2.1.2 « Aircraft used for training» requirements for third country aircraft updated; • Chapter 3.3.4 «Weather minima (flying instructors)» amended the example to implement take-off visual reference and lighting considerations; • Chapter 5.2.4 «Class and Type Ratings CR/TR» revised to reflect AMC1 of FCL.630.H; • Chapter 6.1 «Revalidation and Renewal of ratings» amended with FCL Appendix 10 reference to renewal requirements for pilots in EBT programme.

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01	FOCA Template: Operations Manual (OM)	01	04	30.04.2023
02	FOCA Template: Training Manual (TM)	01	04	28.06.2022

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LoA List of Abbreviations

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The following abbreviations are used in this Certification Leaflet:

Abbreviation	Definition
#	Sequence Number
As / (As)	Airship
A / (A)	Aeroplane
ABB	Abbreviations
ABM	Abeam
A/C	Aircraft
ACC	Acceptance
ACFT	Aircraft
ACM	Accountable Manager
ACR	Aerobatic Rating
ACT	Actual
admin	Administration
AeMC	Aero Medical Centres
AFIS	Aerodrome Flight Information Service
AFM	Aircraft Flight Manual
AGL	Above Ground Level
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publications
AltMOC	Alternative Means of Compliance
AMC	Acceptable Means of Compliance
AMDT	Amendment
AME	Aero Medical Examiner
ANS	Air Navigation Service
AOC	Air Operator Certificate
APP	Appendix
APP	Approval
APS	Airline Pilot Standards

Abbreviation	Definition
ARA	Authority Requirements for Aircrew
ARM	Armed
ARO	Authority Requirements for Air Operations
Art.	Article
ASD	Accelerate Stop Distance
ATA	Air Transport Association
ATC	Air Traffic Control
ATIR	Air Traffic Incident Report
ATIS	Automatic Terminal Information Service
ATO	Approved Training Organisation
ATO	Actual Time Overhead
ATP	Airline Transport Pilot
ATPL	Airline Transport Pilot Licence
ATS	Air Traffic Service
AVGAS	Aviation Gasoline
B / (B)	Balloon
B/U	Backup
BAZL	Bundesamt für Zivilluftfahrt
BBL	Bundesamt für Bauten und Logistik
BFCL	Balloon Flight Crew Licencing
BIFM	Basic Instrument Flight Module
BIR	Basic Instrument Rating
BK	Basic Knowledge
BPL	Balloon Pilot Licence
C/S	Call Sign
CA	Civil Authority
CA	Check of Availability

Abbreviation	Definition
CAA	Civil Aviation Authority
CAM	Continuing Airworthiness Manager
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organisation
CAO	Combined Airworthiness Organisation
CAP	Civil Aviation Publication
CAT	Commercial Air Transport Operations
CB-IR	Competency-based Instrument Rating
CBT	Computer Based Training
CC	Check of Conformity
CD	Council Directive
CD	Compact Disk
CDI	Course Deviation Indicator
CDL	Configuration Deviation List
CFI	Chief Flight Instructor
CG	Centre of Gravity
CH	Country Code Switzerland
Ch.	Chapter
CL	Certification Leaflet
CLAPP	Appendix to FOCA GM/INFO Certification Leaflet
CMM	Compliance Monitoring Manager
CoA	Certificate of Airworthiness
COMM	Communication
CP	Cover Page
CPL	Commercial Pilot Licence
CR	Class Rating
CRI	Class Rating Instructor
CRM	Crew Resource Management
CS	Certification Specifications
CTKI	Chief Theoretical Knowledge Instructor
CV	Curriculum Vitae
D	Difference Training
DABS	Daily Airspace Bulletin Switzerland
DD.MM.YYYY	Day Month Year
DDL	Deferred Defect List
DIST	Distance
dLog	Digital Logbook
Doc	Document
DTO	Declared Training Organisation
e.g.	exemplī grātiā, for example
EASA	European Aviation Safety Agency
EBT	Evidence Based Training
EC	European Commission
ED	European Decision
EDP	Electronic Data Processing
EEC	European Economic Community
EET	Estimated Elapsed Time
EFB	Electronic Flight Bag
EIR	En route Instrument Rating
e-Learning	Electronic Learning
ELT	Emergency Locator Transmitter
E-Mail	Electronic Mail
EMPIC	European Medical Pilot Certificate EMPIC-EAP European Aviation Processing System
ENDUR	Endurance
ENR	En route
ERA	En Route Alternate
EST	Estimate
ETA	Estimated Time of Arrival

Abbreviation	Definition
etc.	et cetera
ETO	Estimated Time Overhead
EU	European Union
FAA	Federal Aviation Administration
FAF	Final Approach Fix
FAP	Final Approach Point
FATO	Final Approach and Take Off Area
FC	Flight Crew
FCL	Flight Crew Licencing
FDP	Flight Duty Period
FFP	FSTD Focal Point
FFS	Full Flight Simulator
FI	Flight Instructor
FL	Flight Level
FMS	Flight Management System
FNPT	Flight Navigation Procedure Trainer
FOCA	Federal Office of Civil Aviation
FRF	Final Reserve Fuel
FRQ	Frequency
FSTD	Flight Simulation Training Device
ft	Feet
FTD	Flight Training Device
FTI	Flight Test Instructor
FTL	Flight and duty Time Limitation
GAFOR	General Aviation Forecast
GAMET	General Aviation Meteorological Information (area forecast for low-level flights)
GEN	General
GM	Guidance Material
GMT	Greenwich Mean Time
GND	Ground
GS	Ground Speed
h	Hours
H / (H)	Helicopter
HIGE	Hovering in Ground Effect
HIL	Hold Item List
HOGE	Hovering out of Ground Effect
HPA	High Performance Aeroplane/Aircraft
hr	Hour
HT	Head of Training
ICAO	International Civil Aviation Organisation
ID	Identity Card
IDE	Instruments, Data and Equipment
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
incl.	Including
INFO	Information
IOS	Instructor Operator Station
IR	Implementing Rules
IR	Instrument Rating
IRI	Instrument Rating Instructor
ISD	Instructional Systems Design
ISS	Issue
IT	Information Technology
JET-A1	Kerosene Type
kg	Kilograms
kgm	Kilogram Meter
KIAS	Indicated Airspeed in Knots
km	Kilometres
KSA	Knowledge, Skills and Attitudes
KTS / KT	Knots

Abbreviation	Definition
LAPL	Light Aircraft Pilot Licence
LD	Landing Distance
LDG	Landing
LDP	Landing Decision Point
LECR	List of Effective Certification Leaflet Chapters and Reference Boxes
LIFUS	Line Flying under Supervision
LL	Low Lead
LM	Landing Mass
LO	Learning Objective
LoA	List of Abbreviations
LoR	Log of Revision
LT	Local Time
LVO	Low Visibility Operations
M	Maintenance
m	Meters
M	Subject to Approval
M.A.	Regulation Continuing Airworthiness, Annex I, Part M, Subpart A
MAP	Missed Approach Point
max.	Maximum
MCC	Multi-Crew Cooperation
MCCI	Multi Crew Co-operation Instructor
ME	Mulit Engine
MEL	Minimum Equipment List
MEP	Multi Engine Piston
MET	Multi Engine Turbine
METAR	Meteorological Aerodrome Report
MFVS	Motorflugverband der Schweiz
MH	Magnetic Heading
MHz	Megahertz

Abbreviation	Definition
MI	Mountain Instructor
min.	Minimum
min.	Minutes
MLM	Maximum Landing Mass
MLR	Manuals, Logs and Records
MMEL	Master Minimum Equipment List
MORA	Minimum Off Route Altitude
MOU	Mountain Rating
MP	Multi Pilot
MPA	Multi Pilot Aeroplane/Aircraft
MPH	Multi Pilot Helicopter
MPL	Multi - Crew Pilot Licence
MRM	Maximum Ramp Mass
MS	Management System
MT	Magnetic Track
MTOM	Maximum Take Off Mass
MZFM	Maximum Zero Fuel Mass
N	North
n/a	not applicable
NAA	National Aviation Authority
NCC	Non-Commercial Operations with Complex Motor-Powered Aircraft
NCO	Non-commercial Operations with other-than Complex Motor-Powered Aircraft
NIT	Night Rating
NM	Nautical Mile
No	Number
NOTAM	Notice to Airman
NP	Nominated Person
NR	Number
OAT	Outside Air Temperature
OBST	Obstacle

Abbreviation	Definition
OEB	Operations Evaluation Board
OE GM	Operational Evaluation Guidance Material
OEI	One Engine Inoperative
OFCOM	Federal Office of Communication
OM	Operations Manual
OMM	Organisation's Management Manual
OP	Operational Procedures
OPR	Operating / Operative / Operate/ Operational / Operator
ORA	Organisation Requirements for Aircrew
Org	Organisation
ORO	Organisation Requirements for Air Operations
OSD	Operational Suitability Data
PBN	Performance Based Navigation
PED	Portable Electronic Device
PF	Pilot Flying
PFL	Planned Flight Level
PI	Preliminary Information
PIC	Pilot in Command
PIH	Pilot's Information Handbook
PLB	Personal Locator Beacon
POH	Pilot's Operating Handbook
POL	Performance and Operating Limitations
POM	Pilot's Operating Manual
PPL	Private Pilot Licence
PPR	Prior Permission Required
PPT	Power Point
QNH	Altimeter reference setting related to pressure on mean sea level

Abbreviation	Definition
RAC	Rules of the Air and air traffic services
RB	Reference Box
RCC	Rescue Co-ordination Centre
RCR	Runway Condition Report
REGA	(REttungsflugwacht GArde Aérienne or Guardia Area) Swiss Air Rescue
RES.	Reserves
REV	Revision
RFM	Rotorcraft Flight Manual
ROC	Rate of Climb
R/T	Radio Telephony
RVSM	Reduced Vertical Separation Minimum
RWY	Runway
S	South
S / (S)	Sailplane
SAR	Search and Rescue
SB	BAZL Abteilung Sicherheit Flugbetrieb
SBAV	Schweizerischer Ballonverband
SBFL	BAZL Abteilung Sicherheit Flugbetrieb (SB), Sektion Flugschulen und Leichtaviatik
SDR	Special Drawing Rights
SE	Single Engine
sec	seconds
SEP	Single Engine Piston
SERA	Standardised European Rules of the Air
SET	Single Engine Turbine
SFCL	Sailplane Flight Crew Licencing
SFI	Synthetic Flight Instructor
SFVS	Segelflugverband der Schweiz
SIGMET	Significant Meteorological Weather

Abbreviation	Definition
SM	Safety Manager
SMM	Safety Management Manual
SNOWTAM	Snow NOTAM
SOP	Standard Operating Procedures
SP	Single Pilot
SPA	Single Pilot Aeroplane/Aircraft
SPA	Operations Requiring Specific Approvals
SPEC	Specific Requirements
SPH	Single Pilot Helicopter
SPL	Sailplane Private Licence
SPO	Specialised Operations
SR	Systematische Rechtssammlung
SRM	Safety Risk Management
STAT	Station
STBY	Stand by
STI	Synthetic Training Instructor
SUST	Schweizerische Unfalluntersuchungsstelle
T/O	Take Off
T+	Time
TAF	Terminal Area Forecast
TAS	True Air Speed
TASE	Training Areas of Special Emphasis
TCDS	Type Certificate Data Sheet
TDP	Take Off Decision Point
TEM	Thread and Error Management
TKI	Theoretical Knowledge Instructor
TM	Training Manual
TMG	Touring Motor Glider
TNG	Training
ToC	Table of Contents
TOD	Take Off Distance
TOM	Take Off Mass
TOR	Take Off Run
TR	Type Rating
TRI	Type Rating Instructor
UK	United Kingdom
UPRT	Upset Prevention and Recovery Training
USG	United States Liquid Gallon
V	Velocity
VDP	Visual Descent Point
VFAL	Verordnung über die Finanzhilfen für Ausbildungen im Bereich der Luftfahrt
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
V_{NE}	Never Exceed Speed
V_R	Rotation Speed
V_{REF}	Final Approach Speed
V_{SO}	Stall Speed in Landing Configuration
V_{TOSS}	Take Off Safety Speed
VVR	Verordnung des UVEK über die Verkehrsregeln für Luftfahrzeuge
V_X	Speed for Best Angle of Climb
V_Y	Speed for Best Rate of Climb
V_{YSE}	Speed for Best Rate of Climb Single Engine
WCA	Wind Correction Angle
WI	Work Instruction
WOCL	Window of Circadian Low
ZFM	Zero Fuel Mass
ZFTT	Zero Flight Time Training

CL 0 Introduction

Ch. 0.0 ISS1 / REV1 / 02.12.2016

This Guidance Material / Information (GM/INFO) is issued as Certification Leaflet (CL). Certification Leaflets are intended to assist the organisation/operator in the implementation of relevant matters into the activities and document system of the organisation/operator, as well as to ensure compliance with legal requirements. It is to be considered as a tool for the organisation/operator in order to ease processes for obtaining required and defined approvals and authorisations issued by the Federal Office of Civil Aviation (FOCA). Using the CL will facilitate to establish compliance with defined requirements and will lead through the respective certification or variation process. This is achieved by the presentation of key questions to be used by the organisation/operator to question completeness and compliance of the information contained in the respective document system by performing a self-assessment prior to submitting the documentation to FOCA.

It is important to understand, that FOCA will use the identical CL when evaluating regulatory compliance to a specific requirement. The CL is also used as a checklist when performing the authorities' technical finding during the certification or variation process. The questions used by the organisation/operator during the self-assessment are identical to those used by the responsible inspector during the evaluation process.

0.1 Purpose

Ch. 0.1 ISS1 / REV1 / 02.12.2016

The purpose of this certification leaflet is to provide an applicant for Approved Training Organisation (ATO) with:

- an overview over the general requirements for the organisation's documentation regarding Operations Manual (OM) and Training Manual (TM);
- guidance to develop an Operations Manual and a Training Manual including samples/examples for the implementation.

0.2 Scope

Ch. 0.2 ISS1 / REV1 / 02.12.2016

The material on hand covers the major aspects of the required structure and content of an approved training organisation's documentation based on AMC 1 ORA.ATO.230 (a) and AMC 1 ORA.ATO.230 (b) ensuring compliance with the implementing rule ORA.ATO.130/230.

If an organisation decides to implement a structure according to Air Operations Regulation in order to familiarise students to the operations manual system of a commercial air operator, a correlation to ORO.MLR.100 is provided.

The information provided on samples/examples may be incomplete and solely represent a possible means of how to provide required data. An organisation must add further information or adapt the examples to their specific needs in accordance with the necessary requirements.

Definitions, when necessary, are outlined and explained within the reference boxes. A separate list of definitions is not provided.

0.2.1 Templates in Word Format

Ch. 0.2.1 ISS1 / REV3 / 23.01.2018

To ease the technical development of the manual system, templates in Microsoft Word format are provided for the Operations Manual (OM) and Training Manual (TM). In addition, a template for the Organisation Managament Manual (OMM), based on the FOCA Certification Leaflet (CL) «Management System», is available as well. They are available on:

- the FOCA website; or

  https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html [on-line] Available (28.10.2016)

- upon request at sbfl@bazl.admin.ch.

0.3 Terms and Conditions

Ch. 0.3 ISS1 / REV5 / 23.02.2021

The following terms shall have the meaning as defined below:

Term	Meaning	Reference
shall, must, will	These terms express an obligation, a positive command.	EC English Style Guide: Ch. 10.23
may	This term expresses a positive permission.	EC English Style Guide: Ch. 10.25
shall not, will not	These terms express an obligation, a negative command.	EC English Style Guide: Ch. 10.24
may not, must not	These terms express a prohibition.	EC English Style Guide: Ch. 10.24
need not	This term expresses a negative permission.	EC English Style Guide: Ch. 10.26
should	This term expresses an obligation when an acceptable means of compliance should be applied.	EASA Acceptable Means of Compliance publications FOCA policies and requirements
could	This term expresses a possibility.	https://www.lexico.com/definition/could [on-line] Available (17.08.2020)
ideally	This term expresses a best possible means of compliance and/or best experienced industry practice.	FOCA recommendation
or	This term is used as an inclusive or exclusive 'or', it should be understood within the context of the whole meaning of the requirement in which it is used.	GM1 FCL.005

Note: To highlight an information or editorial note, a specific note box is used.

- The use of the male gender should be understood to include male and female persons.

0.4 List of References

Ch. 0.4 ISS1 / REV7 / 28.06.2022

This Certification Leaflet is based on:

Reference (state legal document)	**Issue** (date)	**Subject** (brief description of the content)
Basic Regulation (EU) 2018/1139	04.07.2018	Common rules in the field of civil aviation and establishing a European Aviation Safety Agency
Commission Regulation (EU) No 1178/2011	03.11.2011	Technical requirements and administrative procedures related to civil aviation aircrew
Commission Regulation (EU) No 290/2012	30.03.2012	Amending Regulation (EU) No 1178/2011
Regulation (EU) No 70/2014	27.01.2014	Amending Regulation (EU) No 1178/2011
Regulation (EU) No 245/2014	13.03.2014	Amending Regulation (EU) No 1178/2011
Regulation (EU) No 2015/445	17.03.2015	Amending Regulation (EU) No 1178/2011
Commission Regulation (EU) No 965/2012	05.10.2012	Technical requirements and administrative procedures related to air operations
Commission Regulation (EU) No 800/2013	14.08.2013	Amending Regulation (EU) No 965/2012
Commission Regulation (EU) No 71/2014	27.01.2014	Amending Regulation (EU) No 965/2012

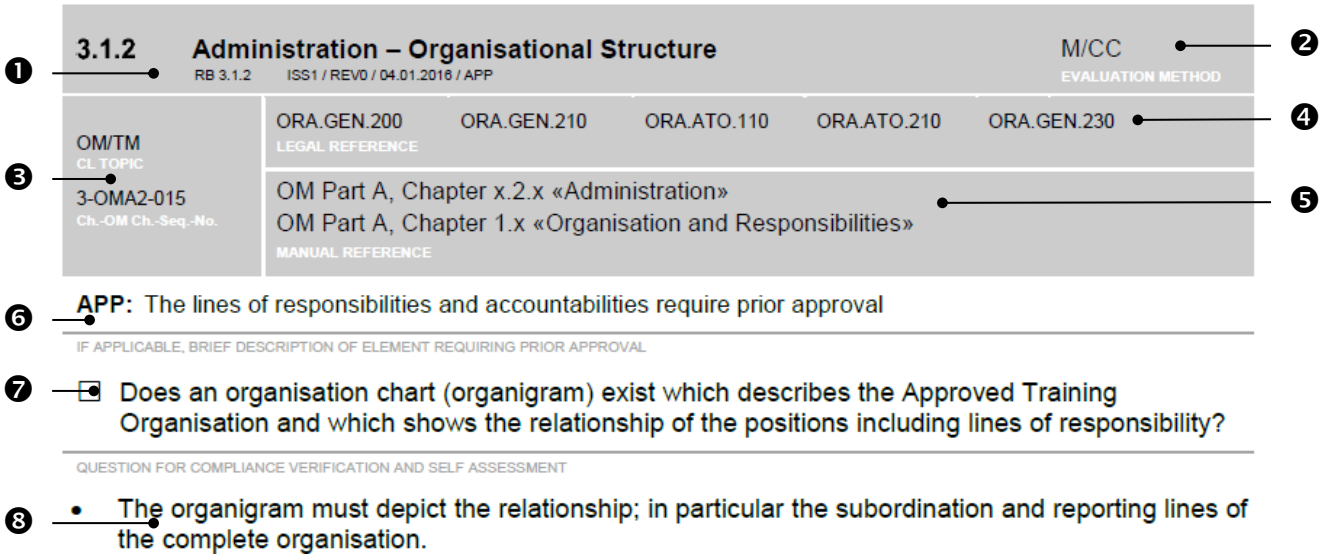
Commission Regulation (EU) No 83/2014	29.01.2014	Amending Regulation (EU) No 965/2012
Commission Regulation (EU) No 379/2014	07.04.2014	Amending Regulation (EU) No 965/2012
Commission Regulation (EU) No 2015/140	29.01.2015	Amending Regulation (EU) No 965/2012
AMC & GM to Regulation Air Crew Annex I / Part-FCL Amended	15.12.2011	Regulation Air Crew Annex I / Part-FCL: «Flight Crew Licencing»: Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-FCL"
AMC & GM to Regulation Air Crew Annex VII / Part-ORA Amended	19.04.2012	Regulation Air Crew Annex VII / Part-ORA: «Organisation Requirements Air Crew»: Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ORA
AMC & GM to Regulation Air Operations Annex III / Part-ORO Amended	25.11.2012	Regulation Air Operations Annex III / Part-ORO: «Organisation Requirements Air Operations»: Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ORO
AMC & GM to Regulation Air Operations Annex VII / Part-NCO Amended	25.11.2012	Regulation Air Operations Annex VII / Part-NCO: «Non-commercial Operations with other-than Complex Motor-Powered Aircraft»: Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-NCO
AMC & GM to Regulation Air Operations Annex VIII / Part-SPO Amended	25.11.2012	Regulation Air Operations Annex VIII / Part-SPO: «Specialised Operations»: Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-SPO
Regulation (EU) No 376/2014	03.04.2014	Regulation of the European Parliament and of the Council on the reporting, analysis and follow-up of occurrences in civil aviation
Commission Regulation (EU) 2015/1018	29.06.2015	Implementing Regulation laying down a list classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/2014 of the European Parliament and of the Council
Regulation (EU) No 996/2010	20.10.2010	Investigation and prevention of accidents and incidents in civil aviation
Regulation (EU) No 748/2012 Amended	03.08.2012	Rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations
Commission Regulation (EU) 2016/539	06.04.2016	Amendment to Regulation (EU) No 1178/2011 as regards pilot training, testing and periodic checking for performance-based navigation
Commission Regulation (EU) 2018/1065	27.07.2018	Amendment to Regulation (EU) No 1178/2011 as regards the automatic validation of Union flight crew licences and take-off and landing training.
Commission Implementing Regulation (EU) 2018/1974	14.12.2018	Amendment to Regulation (EU) No 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council

Commission Implementing Regulation (EU) 2019/1747	15.10.2019	Amendement to Regulation (EU) No 1178/2011 as regards requirements for certain flight crew licences and certificates, rules on training organisations and competent authorities
Commission Implementing Regulation (EU) 2020/359	04.03.2020	Amendement to Regulation (EU) No 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council
Commission Regulation (EU) 2018/359	13.03.2018	Laying down detailed rules for the operation of balloons pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council
Commission Implementing Regulation (EU) 2020/357	04.03.2020	Amendment to Regulation (EU) 2018/395 as regards balloon pilot licences
Commission Implementing Regulation (EU) 2018/1976	14.12.2018	Laying down detailed rules for the operation of sailplanes pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council
Commission Implementing Regulation (EU) 2020/358	04.03.2020	Amendment to Implementing Regulation (EU) 2018/1976 as regards sailplane pilot licences
Commission Implementing Regulation (EU) 2020/2193	16.12.2020	Amendment to Regulation (EU) No 1178/2011 as regards the requirements for flight crew competence and training methods, and as regards the reporting, analysis and follow-up of occurrences in civil aviation
Commission Implementing Regulation (EU) 2021/1310	06.08.2021	Amendment to Regulation (EU) No 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew
Commission Implementing Regulation (EU) 2021/2227	14.12.2021	Amendment to Regulation (EU) No 1178/2011 as regards the requirements for all-weather operations and for instrument and type rating training in helicopters

0.5 Format of the CL

Ch. 0.5 ISS1 / REV6 / 14.09.2021

The CL consists of a standardised modular reference box system. The following presentation provides details of the defined format:



❶	Title – subject description of the Reference Box (RB) including revision status
❷	FOCA evaluation method
❸	FOCA / Topic Reference Number which may be used as identification in addition to interlink between this leaflet and the Document Evaluation Report (Finding Report). The Number consists of a combination of: - a subject code related to the specific topic/ theme; and - sequence number in the respective chapter of the CL. The above example 3-OMA2-015 indicates: OM/TM = CL regarding OM/TM, 3 = CL section 3 «Operations Manual (OM)»; OMA2 = OM A chapter 2 «Administration», followed by 015 = sequence number.
❹	Associated legal reference and/or reference to other relevant publications including information on formal Acceptance (ACC) or Approval (APP) where applicable.
❺	Reference to the Part(s), Chapter(s) and/or Subchapters of the organisation's document systems or manual system as required by: • Air Crew, ORA.ATO.130/230, upper reference; and • Air Operations, ORO.MLR.100, lower reference.
❻	If the legal provision requires a formal approval, a short description of the content of this approval is provided.
❼	Questions for self-assessment and compliance verification.
❽	Provides instructions, provisions, regulatory requirements, guidelines, acceptable means of compliance and examples of current best practice.

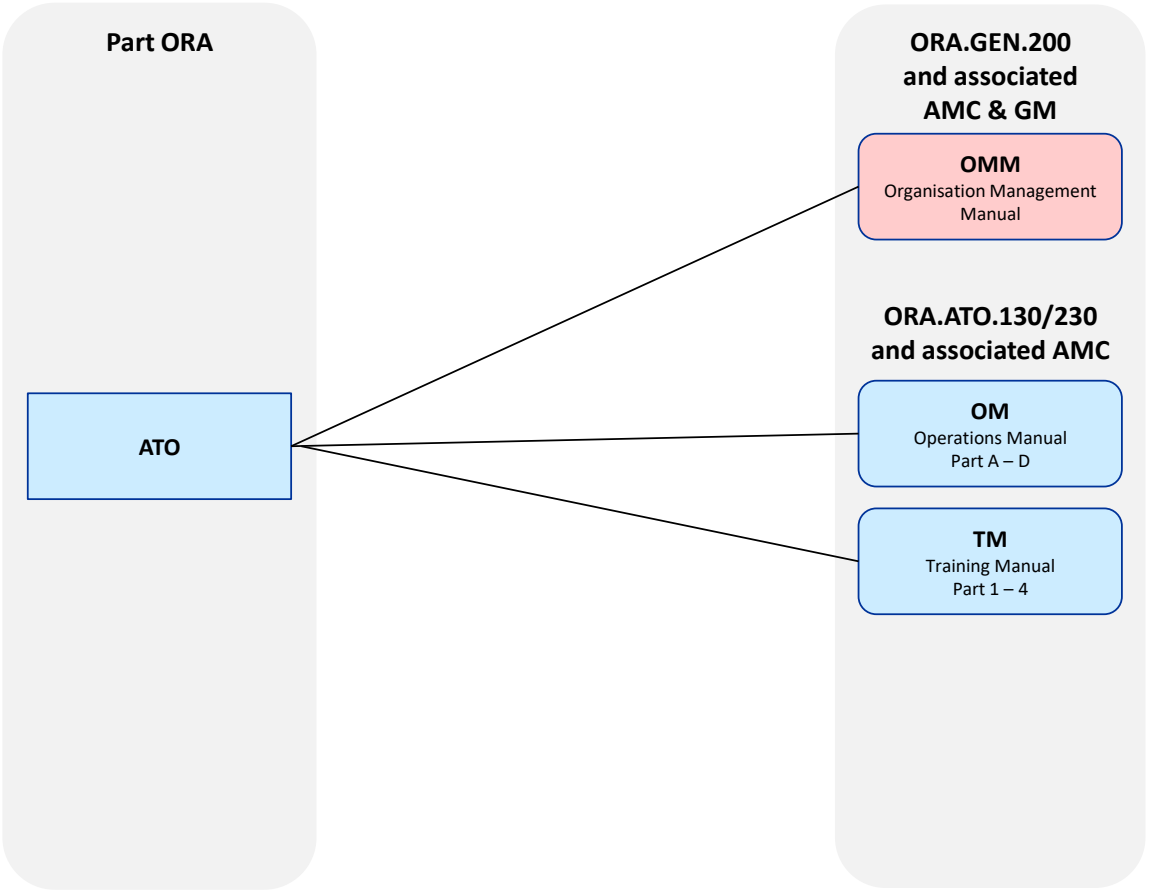
CL 1 Basic Structure of an Approved Training Organisation's Documentation

Ch. 1.0 ISS1 / REV0 / 04.01.2016

As stated in the Basic Regulation (EC) No 216/2008, the organisation must implement and maintain a Management System to ensure compliance with the essential requirements, to provide safe services and to aim for continuous improvement of this system. Additionally, according to Regulation (EC) No 1178/2011 and 290/2012 amended, an Approved Training Organisation (ATO) shall establish and maintain an Operations Manual (OM) and a Training Manual (TM) containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.

The requirements according to ORA.GEN.200 may be documented in a separate OMM – refer also to FOCA Certification Leaflet (CL) Management System, CL2 «The Management System and its Documentation». Additionally, the requirements for the content of an Approved Training Organisation's Documentation are stated in AMC1 ORA.ATO.230(b). Consequently the Basic Structure consists of:

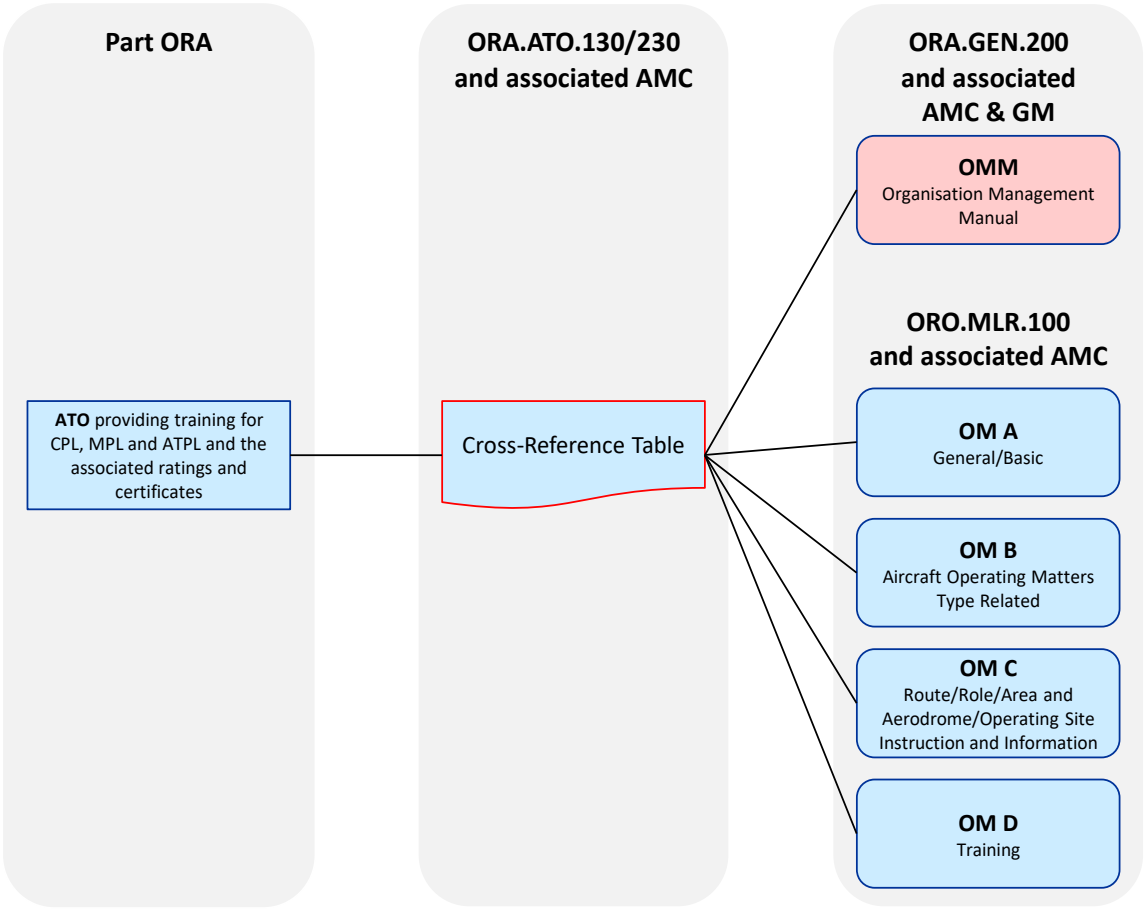
- Organisation Management Manual (OMM)
- Operations Manual (OM)
- Training Manual (TM)



It is not required to duplicate information in several manuals. The information may be contained in any of the organisation's manuals (e.g. Operations Manual, Training Manual), which may also be combined. In this case, it should be ensured that manuals contain appropriate references to any manuals/documents kept separately.

When compiling the documentation/manual system, the organisation may amend, supplement or substitute elements of the content from other relevant documents such as manufacturer provided information, commercially produced route and aerodrome publications (e.g. AFM, POM, POH, PIH, Checklists, AIP etc.). Any such manuals/documents are then to be considered an integral part of the organisation's documentation/manual system and also have to be comprehensively referenced.

Approved Training Organisations (ATO) providing training for CPL, MPL and ATPL may also use the structure as defined by Air Operations Regulation ORO.MLR.100. This is for the advantage to familiarise their students with the required manual structure of a commercial air operator. If an Approved Training Organisation decides to make use of this possibility, a cross-reference table to the structure as required by AMC1 ORA.ATO.230(b) has to be established.



1.1 Sample of a Cross-Reference Table

Ch. 1.1 ISS1 / REV5 / 23.02.2021

1.1.1 OM Part A: General

Ch. 1.1.1 ISS1 / REV2 / 21.03.2017

Item	***Operator's OM-A/D***	***Remarks to applicability, implementation and terminology used***
A list and description of all volumes in the operations manual	*OMM 2* *OM A 0.1.x*	
Administration (function and management)	*OM A 1.1;1.2*	
Responsibilities (all management and administrative staff)	*OMM 3* *OM A 1.3.x*	
Student discipline and disciplinary action	*OM A 2.1* *OM D 3.2*	• *Supervision by the operator* • *Procedure to be applied in the event personnel do not achieve or maintain the required standards*
Approval or authorisation of flights	*OM A 2.3.x*	• *Operational Control* • *Non-revenue flights/training flights*
Preparation of flying programme (restriction of numbers of aircraft in poor weather)	*OM A 2.3.x* *OM D 3.1.x*	• *Operational Control* • *Procedures for training and checking*
Command of aircraft	*OM A 4.2.x*	• *Designation of the pilot in-command/ commander*
Responsibilities of the PIC	*OM A 1.4*	
Carriage of passengers	*OM A 8.7.x*	• *Non-revenue flights, subchapter Training Flights*
Aircraft documentation	*OM A 8.1.11* *OM A 8.1.12.*	• *Operator's Aircraft Technical Log* • *List of documents, forms and additional information to be carried*
Retention of documents	*OMM 10* *OM A 2.1.x* *OM D 4.x*	• *Control, analysis and storage of the required records* • *Different storage periods*
Flight crew qualification records (licences and ratings)	*OM A 2.1.x* *OM D 4.x*	
List of instructors	*OM D 1.3.x*	
Revalidation (medical certificates and ratings)	*OM A 2.1.x*	
Flying duty period and flight time limitations (flying instructors)	*OM A 7*	
Flying duty period and flight time limitations (students)	*OM A 7*	
Rest periods (flight instructors)	*OM A 7*	
Rest periods (students)	*OM A 7*	
Pilots' log book	*OM A 2.1.x*	
Flight planning (general)	*OM A 8.1*	• *Flight preparation instructions*
Safety (general) equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.	*OM A 8.1* *OM A 8.3* *OM A 11.x* *OM B 10.x*	• *Notifying of occurrences*
Introductory flight – trial lesson	*OM A 2.3.x*	

1.1.2 OM Part B: Technical

Ch. 1.1.2 ISS1 / REV1 / 02.12.2016

Item	*Operator's OM-B/A*	*Remarks to applicability, implementation and terminology used*
Aircraft descriptive notes	*OM B 0* *OM B 1* *OM B 12*	• *General information and units of measurements* • *Limitations* • *Aircraft systems*
Aircraft handling (including checklists, limitations, maintenance and technical logs, in accordance with relevant requirements, etc.)	*OM A 8.1.11* *OM B 2* *OM B 5* *OM B 6* *OM B 7*	• *Operator's aircraft technical log* • *Normal procedures* • *Flight planning* • *Mass and balance* • *Loading*
Emergency procedures	*OM B 3* *OM B 11*	• *Abnormal and/or emergency procedures* • *Emergency evacuation procedures*
Radio and radio navigation aids	*OM A 8.3.2* *OM B 9 / MEL*	• *Navigation procedures* • *Communication and navigation*
Allowable deficiencies (based on the master minimum equipment list (MMEL), if available)	*OM A 8.6* *OM B 8, if applicable* *OM B 9*	• *Use of the minimum equipment and configuration deviation list(s)* • *Configuration deviation list* • *Minimum equipment list*

1.1.3 OM Part C: Route

Ch. 1.1.3 ISS1 / REV7 / 28.06.2022

Item	*Operator's OM-B/A/C*	*Remarks to applicability, implementation and terminology used*
Performance (legislation, take-off, route, landing, etc.)	*OM A 8.1* *OM B 4* *OM C 1*	• *Flight preparation instructions* • *Sourcing of instruction and information – route and aerodrome / operating site information*
Flight planning (fuel, oil, minimum safe altitude, navigation equipment, etc.)	*OM A 8.1.x* *OM A 8.1.1* *OM A 8.1.2* *OM A 8.1.7* *OM A 8.1.9* *OM A 8.1.10* *OM B 4/5/6* *OM C 1.x*	• *Minimum flight altitudes* • *Criteria and responsibilities for determining the adequacy of aerodrome / operating site to be used* • *Determination of the quantities of fuel / energy, oil, water, methanol carried* • *Air traffic services flight plan* • *Operational flight plan* • *Sourcing of instruction and information – route and aerodrome / operating site information*
Loading (load sheets, mass, balance and limitations)	*OM A 8.1.8* *OM B 1* *OM B 6* *OM B 7*	• *Mass and centre of gravity*
Weather minima (flying instructors)	*OM A 8.1.3* *OM A 8.1.4* *OM A 8.4* *OM C 1*	• *Methods and responsibilities for establishing aerodrome / operating site operating minima* • *En-route operating minima for VFR flights* • *Low visibility operations (LVO)* • *Sourcing of instruction and information*
Weather minima *(students – at various stages of training)*	*OM A 8.7.x* *OM D 2*	• *Training flights* • *Training syllabi and checking programmes*
Training routes or areas	*OM A 8.1.x* *OM C 1*	• *Flight preparation instructions* • *Sourcing of instruction and information – route and aerodrome / operating site information*

1.1.4 OM Part D: Staff Training

Ch. 1.1.4 ISS1 / REV6 / 14.09.2021

Item	*Operator's OM-D/A*	*Remarks to applicability, implementation and terminology used*
Appointments of persons responsible for standards / competence of flight personnel	*OMM 3.x* *OM A 1.3.x, 2.1.x* *OM D 1.x*	• *Competence of operations personnel*
Initial training	*OM D 2.1.x*	• *Training and checking, for flight crew*
Refresher training	*OM D 2.1.x*	• *Training and checking, for flight crew*
Standardisation training	*OM D 2.1.x*	• *Training and checking, for flight crew*
Proficiency checks	*OM D 3.x*	• *Procedures*
Upgrading training	*OM D 2.1*	• *Training and checking, for flight crew*
ATO staff standards evaluation	*OM A 2.1.x*	• *Competence of operations personnel*

1.1.5 TM Part 1: Training Plan

Ch. 1.1.5 ISS1 / REV4 / 22.10.2019

Item	*Operator's OM-D*	*Remarks to applicability, implementation and terminology used*
The aim of the course	*OM A 5.2* *OM D 2.x* *Syllabus*	• *Subject of individual training courses, key courses and associated syllabi*
Pre-entry requirements	*OM A 5.2* *OM D 2.x*	• *Qualification requirements as defined for each applicable course*
Credits for previous experience	*OM A 5.2* *OM D 2.x* *Syllabus*	
Training syllabi	*OM D, «Appendix»*	
Time scale	*OM D 2.x* *Syllabus*	• *Element of each single syllabus defining a specific course*
Training programmes		
• *General arrangements of daily and weekly programmes*	*OM A 2.3.x* *OM D 3.x*	• *Operational control* • *Procedures*
• *Bad weather constrains*	*OM A 8.1.3* *OM A 8.7.x*	
• *Programme constraints in terms of maximum student training times*	*OM A 7.x* *OM D 3.x*	
• *Restrictions in respect of duty periods for students*	*OM A 7.x*	
• *Duration of dual and solo flights at various stages*	*OM D 2.x*	• *Element of respective syllabus*
• *Maximum number of flying hours in any day or night*	*OM A 7.x*	
• *Maximum number of training flights in any day or night*	*OM A 7.x*	
• *Minimum rest period between duty periods*	*OM A 7.x*	
Training records		
• *Rules for security of records and documents*	*OMM 10*	• *Record keeping and archiving*
• *Attendance records*	*OM D 3*	
• *The form of training records to be kept*	*OMM 10* *OM A 2.1* *OM D 4*	• *Record keeping and archiving*

Item	***Operator's OM-D***	***Remarks to applicability, implementation and terminology used***
• *Persons responsible for checking records and students' log books* • *The nature and frequency of record checks* • *Standardisation of entries in training records* • *Rules concerning log book entries*	*OM A 2.1* *OM D 3*	
Safety training	*OM D 2.1.x* *Syllabus*	

<u>Assessments, tests and examinations</u>
• *Flying*
  - *Progress checks*
  - *Skill tests*
• *Theoretical Knowledge*
  - *Progress tests*
  - *Theoretical knowledge examinations*
  - *Area 100 KSA assessments*
• *Authorisation for test*
• *Rules concerning refresher training before retest*
• *Test and assessment reports and records*
• *Procedures for examination paper preparation, type of question and assessment, standard required for 'pass'*
• *Procedure for question analysis and review and for raising replacement papers*
• *Examination resit procedures*
	OM D 2.1.x
	OM D 3
	
	OM D 3.2.x
		• *The requirements to conduct assessments, tests and examinations are specified in the individual syllabi*
		• *Procedures for the conduct of assessments, tests and examinations*

<u>Training effectiveness</u> • *Individual responsibilities* • *General assessment* • *Liaison between departments* • *Identification of unsatisfactory progress (individual students)* • *Actions to correct unsatisfactory progress* • *Procedure for changing instructors* • *Maximum number of instructor changes per student* • *Internal feedback system for detecting training deficiencies* • *Procedure for suspending a student from training* • *Discipline* • *Reporting and documentation*	*OM A 2* *OM D 3* *OM D 3.2*	
<u>Standards and level of performance at various stages</u> • *Individual responsibilities* • *Standardisation* • *Standardisation requirements and procedures* • *Application of test criteria*	*OM D 3.x*	

1.1.6 TM Part 2: Briefing and Air Exercises / TM Part 3: Synthetic Flight Training

Ch. 1.1.6 ISS1 / REV0 / 04.01.2016

Item	***Operator's OM-D***	***Applicability, Implementation and Terminology used***
Air exercise	*OM D 2.x Syllabus*	• *Subject of individual syllabi*
Air exercise reference list	*OM D 2.x*	• *Integral part of individual syllabi or separate document*
Course structure: phase of training	*OM D 2.x Syllabus*	• *Subject of individual syllabi*
Course structure: integration of syllabi	*OM D 2.x Syllabus*	
Student progress	*OM D 2.x*	• *Training course requirements and learning objectives/standard of performance as specified in the respective syllabus*
Instructional methods	*OM D 2.x Syllabus*	
Progress tests	*OM D 3.x*	
Glossary of terms	*OM D*	• *Where required, terms specific to the operations and training manual content are explained in the respective chapter and/or sub-chapter.* • *Refer to applicable teaching materials, aircraft manufacturer provided manuals and documentations, AIP and/or commercially produced route and aerodrome information/documentation or other aviation literature for basic terminology and abbreviation used in aviation.* • *For the list of abbreviations as relevant to the operations and training manual refer to OM A and/or OM D, «List of abbreviation»*
Appendices	*OM D, «Appendix»* *OMM, x.x. «Assessments, forms and records»*	• *For the list of applicable syllabi refer to the appendix of the OM D, list of effective «Syllabi»;* • *For the forms and records to be used refer to OMM, Chapter x.x «Document control», subchapter OMM, x.x.x «Forms and records»*

1.1.7 TM Part 4: Theoretical Knowledge Instruction

Ch. 1.1.7 ISS1 / REV4 / 22.10.2019

Item	***Operator's OM-D***	***Applicability, Implementation and Terminology used***
Structure of the theoretical knowledge course	*OM D 2.x* *Syllabus*	• *The method, structure, content, distribution and allocation of time constraints, including sequence, is subject of individual syllabi defining an approved training course.*
Lesson plans	*OM D 2.x*	• *Appendices to syllabi*
Teaching materials	*OM D 2.x* *Syllabus*	• *Subject of individual syllabi and associated lesson plans defining an approved training course*
Student progress	*OM D 2.x*	
Progress testing	*OM D 3.x*	
Review procedure	*OM D 3.2*	• *Procedures to be applied if personnel do not achieve or maintain the required standard*
Distance learning	*OM D 3*	•

Appendices	*OM D, «Appendix»* *OMM, x.x. «Assessments, forms and records»*	• *Area 100 KSA summative assessments and mental maths test*

CL 2 Organisation Management Manual (OMM)

Ch. 2.0 ISS1 / REV0 / 04.01.2016

2.1 Structure of the Organisation's Documentation

RB 2.1 ISS1 / REV1 / 02.12.2016

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 LEGAL REFERENCE
2-OMM02-005 Ch.-OM Ch.-Seq.-No.	Complete Manual System and Organisation Documentation; and OMM, Chapter 2.x «Organisation Documentation, System of Amendment and Revision» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation use the possibility to develop an OMM?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to FOCA Certification Leaflet (CL) Management System (MS), CL 2 «The Management System and its Documentation».

CL 3 Operations Manual (OM)

Ch. 3.0 ISS1 / REV0 / 04.01.2016

3.1 OM Part A «General»

Ch. 3.1 ISS1 / REV0 / 04.01.2016

3.1.0 Introduction into the Operations Manual (OM)

RB 3.1.0 ISS1 / REV5 / 23.02.2021

M/CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130 ORA.ATO.230 LEGAL REFERENCE
3-OMA0-005 Ch.-OM Ch.-Seq.-No.	OM Chapter x.0.x «Introduction» OM Part A, Chapter 0 «Administration and Control of Operations Manual» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there an introductory text that describes the purpose of the Operations Manual?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- A short introductory text shall state an idea of the content

Example

This Approved Training Organisation's (ATO) Operations Manual (OM) for Name takes into account all aspects of the ATO. It contains instructions to enable personnel to perform their duties and gives guidance to students on how to comply with course requirements. It is available to all staff and students if necessary.

It has been developed with consideration to ANNEX VII to the Regulation on Air Crew, Part ORA, Annex I Part FCL, Part SFCL and Part BFCL and relevant Acceptable Means of Compliance (AMC) and Guidance Material (GM).

Refer to OMM Chapter 1.6 «Relevant Standards and Requirements»

3.1.1 A list and description of all parts/volumes in the Operations Manual M/CC

RB 3.1.1 ISS1 / REV7 / 28.06.2022

EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.130 ORA.ATO.230 LEGAL REFERENCE
3-OMA1-010 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.1.x «A list and description of all volumes in the Operations Manual» OMM, Chapter 2.x «Structure of the Organisation's Documentation/Management System» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ In addition to the overview defining the organisation's documentation, is there a brief description defining all parts of the Operations Manual?

☐ Is the brief description defining all parts of the Operations Manual included in the OMM and OM?

☐ Is there a comprehensive cross-reference between the OMM and OM?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer also to the FOCA Certification Leaflet (CL) Management System (MS), Chapter 3.3 «Structure of the Management System Documentation».
- The organisation should provide a brief description of the parts/volumes defining the Operations Manual.
- This description may be in the OMM or in the OM itself.
- The different parts of the Operations Manual may be issued in separate manuals or in one single manual.
- All Parts, A to D have to be mentioned. Should one part be left blank, then that part may not be omitted but has to be listed with the words «NOT APPLICABLE».

Example of an overview defining all parts of the Operations Manual

...	*...*	*...*
OM	*Operations Manual*	***Part A*** *– describes, in addition to the OMM, the essential basics of the ATO, including general requirements, policies, procedures, instructions and guidelines for safe and effective flight training.* ***Part B*** *- describes the technical part in the ATO, such as handling and operation of the aircraft (procedures, use of communication and navigation equipment) and the appropriate documents (checklists, MEL), defines operational limits and describes emergency procedures.* ***Part C*** *- describes flight operation, especially the training routes or areas. Special emphasis is laid on flight planning including performance and fuel / energy calculation, mass and balance and weather minima for flights with and without instructor.* ***Part D*** *- regulates the different responsibilities for training, refresher and proficiency checks as well as the ATO staff standard evaluation.*
...	*...*	*...*

3.1.2 Administration – Organisational Structure

RB 3.1.2 ISS1 / REV0 / 04.01.2016 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.GEN.210 ORA.ATO.110 ORA.ATO.210 ORA.GEN.230 LEGAL REFERENCE
3-OMA2-015 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.2.x «Administration» OM Part A, Chapter 1.x «Organisation and Responsibilities» MANUAL REFERENCE

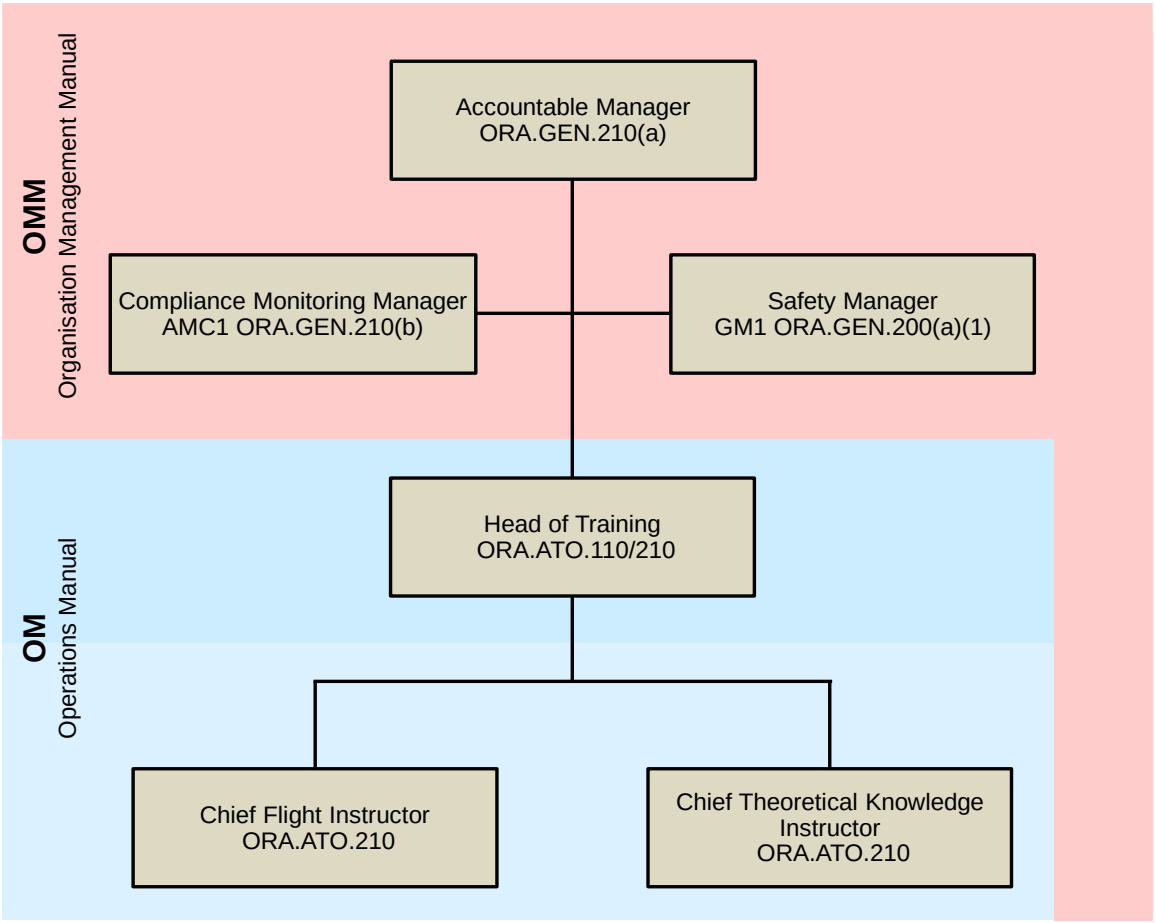
APP: The lines of responsibilities and accountabilities require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does an organisation chart (organigram) exist which describes the Approved Training Organisation and which shows the relationship of the positions including lines of responsibility?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organigram must depict the relationship; in particular the subordination and reporting lines of the complete organisation.
  - Refer to FOCA Certification Leaflet (CL) «Management System», Chapter 4 «Organisation, Lines of Responsibilities and Accountabilities»
- For any ATO, the inevitable management position is the Head of Training
- For ATOs providing training for CPL, MPL and ATPL (according to SECTION II) a CFI and a CTKI are required.
- The complete organisation may be described in the OMM. Alternatively, the organisational structure may be depicted in the OMM and the ATO relevant functions in the OM:



3.1.3 Duties Responsibilities and Accountabilities

RB 3.1.3 ISS1 / REV0 / 04.01.2016 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.GEN.210 ORA.ATO.110 ORA.ATO.210 ORA.ATO.230 LEGAL REFERENCE
3-OMA3-020 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.3.x «Responsibilities» OM Part A, Chapter 1.x «Organisation and Responsibilities» MANUAL REFERENCE

APP: The responsibilities of management personnel require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are duties and responsibilities for all relevant functions defined and easily accessible?

☐ If the definitions are stated in different manuals are there cross-references available?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Description of the concept defining duties, responsibilities and accountabilities, refer to FOCA CL MS Chapter 4.4 «Duties, Responsibilities and Accountabilities – Concept».
- According to the defined organisational structure, the duties, responsibilities and accountability, of all relevant functions shall be defined in the respective manual(s):

Function	**Refer to FOCA Certification Leaflet (CL)**
Accountable Manager (ACM)	MS Chapter 4.4.1 «Accountable Manager (ACM)»
Safety Manager (SM)	MS Chapter 4.4.2 «Safety Manager (SM)»
Compliance Monitoring Manager (CMM)	MS Chapter 4.4.3 «Compliance Monitoring Manager (CMM)»
FSTD Focal Point (FFP)	MS Appendix FSTD, Chapter 1.2 «CL MS Chapter 4.4 Duties, Responsibilities and Accountabilities»
Head of Training (HT)	OM/TM, Chapter 3.1.3.1 «Head of Training (HT)»
Chief Flight Instructor (CFI)	OM/TM, Chapter 3.1.3.2 «Chief Flight Instructor (CFI)»
Chief Theoretical Knowledge Instructor (CTKI)	OM/TM, Chapter 3.1.3.3 «Chief Theoretical Knowledge Instructor (CTKI)»

3.1.3.1 Head of Training (HT)

RB 3.1.3.1 ISS1 / REV5 / 23.02.2021

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.110 ORA.ATO.210 LEGAL REFERENCE
3-OMA3-025 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.3.x «Head of Training (HT)» OM Part A, Chapter 1.x «Head of Training (HT)» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the accountability, duties and responsibilities of the Head of Training comprehensively defined?
- ☐ Do they include that compliance of the training with the Part-FCL, Part-BFCL, Part-SFCL, as applicable, and other requirements are ensured?
- ☐ Do they include that integration of flight training in an aircraft and flight simulation training device (FSTD) and of theoretical knowledge instruction are ensured?
- ☐ Do they include that student's progress and training completion shall be supervised?
- ☐ Do they include that recording and analysis of occurrences and deviations and that corrective and preventive actions within the organisation shall be ensured?
- ☐ Do they include that corporate culture of safety and compliance shall be promoted?
- ☐ Do they state the authority to implement corrective actions within the department?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Function:
  - The Head of Training manages and supervises the progress and completion of training within the organisation.
- The Head of Training is subordinated to and reports to the Accountable Manager.
- The accountability, duties and responsibilities shall include that the Head of Training:
  - ensures that the training is in compliance with the appropriate requirements, mainly Part-FCL, Part-BFCL, Part-SFCL, as applicable, and internal requirements;
  - ensures satisfactory integration of flight training in an aircraft, training in a flight simulation training device (FSTD) and the theoretical knowledge instruction;
  - develops, implements and improves the training programme, syllabi and session plans, including training publications, documents and records;
  - ensures the correct and appropriate content of the organisation's documentation in the area of responsibility;
  - supervises the student's overall progress and completion of training;
  - assures the appropriate use of infrastructure, training facilities, equipment and tools;
  - is responsible for the processing, storing and filling of all documents and records according to the provisions of the management system;
  - records and analyses any occurrences and deviations from the standards and ensures corrective and preventive action within the organisation;
  - promotes corporate culture of safety and compliance;
  - represents the ATO and liaises with FOCA regarding administration and coordination;
  - manages and plans continuous education and career development of his subordinates.
- Power and authority of the Head of Training:
  - selects and nominates subordinates;

- defines action to be taken if subordinates do not achieve or maintain the required standards of performance and/or associated behaviour;
- defines disciplinary actions in case of student's inadmissible behaviour;
- has the authority to implement corrective action within his department.

3.1.3.2 Chief Flight Instructor (CFI)

RB 3.1.3.2 ISS1 / REV0 / 04.01.2016

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.210 LEGAL REFERENCE
3-OMA3-030 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.3.x «Chief Flight Instructor (CFI)» OM Part A, Chapter 1.x «Chief Flight Instructor (CFI)» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the accountability, duties and responsibilities of the Chief Flight Instructor comprehensively defined?
- ☐ Do they include that supervision and standardisation of instructors are ensured?
- ☐ Do they include that standardisation of flight and simulator instruction is ensured?
- ☐ Do they include that instructors' qualifications required for their activities are ensured?
- ☐ Do they include that recording and analysis of occurrences and deviations and that corrective and preventive actions within the organisation shall be ensured?
- ☐ Do they include that corporate culture of safety and compliance shall be promoted?
- ☐ Do they state the authority to implement corrective action within the department?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Function:
  - The Chief Flight Instructor manages and supervises the flight and synthetic flight instructors.
- The Chief Flight Instructor is subordinated to and reports to the Head of Training.
- The responsibilities and duties shall include that the Chief Flight Instructor:
  - supervises flight and flight simulation training instructors and the standardisation of all flight instruction and flight simulation instruction;
  - assures that all instructors meet the qualification requirements for their activities, and monitors the validity of their licences, ratings and medicals;
  - develops and implements instructor training and refresher programmes;
  - supervises the execution of safe and effective training, analyses the teaching capabilities and competence of the instructors to ensure and improve the knowledge transfer during training activities;
  - is responsible for the processing, storing and filling of all documents and records according to the provisions of the management system;
  - records and analyses any occurrences and deviations from the standards and ensures corrective and preventive action within the organisation;
  - promotes corporate culture of safety and compliance;
  - manages and plans continuous education and career development of his subordinates.
- Power and authority of the Chief Flight Instructor:
  - defines action to be taken if subordinates do not achieve or maintain the required standards of performance and/or associated behaviour;
  - has the authority to implement corrective action within his department.

3.1.3.3 Chief Theoretical Knowledge Instructor (CTKI)

RB 3.1.3.3 ISS1 / REV0 / 04.01.2016

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.210 LEGAL REFERENCE
3-OMA3-035 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.3.x «Chief Theoretical Knowledge Instructor (CTKI)» OM Part A, Chapter 1.x «Chief Theoretical Knowledge Instructor (CTKI)» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the accountability, duties and responsibilities of the Chief Theoretical Knowledge Instructor comprehensively defined?
- ☐ Do they include that supervision and standardisation of instructors are ensured?
- ☐ Do they include that standardisation of theoretical knowledge instruction is ensured?
- ☐ Do they include that instructors' qualifications required for their activities are ensured?
- ☐ Do they include that corporate culture of safety and compliance shall be promoted?
- ☐ Do they state the authority to implement corrective action within the department?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Function:
  - The Chief Theoretical Knowledge Instructor manages and supervises the theoretical knowledge instructors.
- The Chief Theoretical Knowledge Instructor is subordinated to and reports to the Head of Training.
- The responsibilities and duties shall include that the Chief Theoretical Knowledge Instructor:
  - supervises the theoretical knowledge instructors and the standardisation of all theoretical knowledge instruction;
  - assures that all theoretical knowledge instructors meet the qualification requirements, have the appropriate knowledge and experience for their activities;
  - supervises the execution of effective instruction, analyses the teaching capabilities and competence of the theoretical knowledge instructors to ensure and improve the knowledge transfer during training activities;
  - develops, implements and improves the teaching material, lesson plans, training publications and instructional means;
  - is responsible for the processing, storing and filling of all documents and records according to the provisions of the management system;
  - promotes corporate culture of safety and compliance;
  - manages and plans continuous education and career development of his subordinates;
- Power and authority of the Chief Theoretical Knowledge Instructor:
  - defines action to be taken if subordinates do not achieve or maintain the required standards of performance and/or associated behaviour;
  - has the authority to implement corrective action within his department.

3.1.4	**Student discipline and disciplinary action** RB 3.1.4 ISS1 / REV5 / 23.02.2021	M/CA EVALUATION METHOD
OM/TM CL TOPIC 3-OMA4-040 Ch.-OM Ch.-Seq.-No.	ORA.ATO.230 ORA.GEN.200 LEGAL REFERENCE	
	OM Part A, Chapter x.4.x «Student discipline and disciplinary action» OM Part A, Chapter 2.x «Operational Control and Supervision» OM Part D, Chapter 3.2 «Procedure to be applied in the event personnel do not achieve or maintain the required standards» MANUAL REFERENCE	

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are expectations of student's behaviour stated?

☐ Is there a procedure/process specified detailing the actions to be taken, should any student:

- ☐ commit any violation or not comply with the provisions of the ATO documentation, procedures and/or any official regulations?
- ☐ provide continued unsatisfactory performance only?

☐ Is there a reference to the safety, feedback and reporting system?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer also to FOCA Certification Leaflet (CL) Management System (MS), Chapter 5 «Safety Management», subchapter «Decision Tree for Unsafe Acts Culpability»
- The organisation shall have a procedure to be followed if disciplinary actions are required and for suspending a student from training. Such a procedure may include:
  - Expectations of students behaviours;
  - Possible inadmissible behaviours;
  - Guidance for the identification of:
    - violation and unsafe acts;
    - continued and deliberate unsatisfactory performance;
    - the root cause;
    - classification; and
    - brief description of actions to be taken;
  - A reference to the «Reporting and feedback system», OMM Chapter 7.x.

Example of a disciplinary action process and procedure for suspending a student from training

If disciplinary action is to be taken, the Head of Training may follow the process below:

Discipline	*Expectations of student's behaviour are:* • *compliance with the procedures;* • *following the instructions from instructor, OM and TM;* • *understanding and applying time management, taking into account of unforeseen situations;* • *appropriate judgement, learning interests and commitment;* • *accurate preparation for each training session;* • *clarifying doubts or confusions;* • *providing information as early as possible if a lesson if a lesson cannot be attended;* • *remaining in good health (influence of alcohol, narcotics, drugs, medicines, blood donation, smoking, diving, ...).* • *…*

<table>
<tr><th colspan="2">Step</th><th colspan="2">Remarks</th><th>Action</th></tr>
<tr><td colspan="2">Identification</td><td colspan="2">Possible inadmissible behaviours are:
irresponsible attitude
clear and distinct lack of attitude
violation of legal requirements and/or provisions of the organisation's documentation
any other behaviour not consistent with the qualities required of a pilot
any behaviour or attitude that endangers safety
influence of alcohol or drugs
medication whether prescribed or not, unless approval has been given by an Aero-Medical Examiner (AME)
...
Unsatisfactory performance:
Continued failed tests and examinations;
Continued learning disabilities or heavy difficulties;
Long term interruption(s) of the applicable training course;
Repeatedly absences without communication;
Continued missing interests and commitment;
…</td><td rowspan="2">Detection
Report by third party
Self-declaration</td></tr>
<tr><td colspan="2"></td><td>Root cause</td><td>Classification</td></tr>
<tr><td rowspan="3">Analysis of the ATO system</td><td>Procedure</td><td>Was the procedure clearly and correctly defined?
Was the task, procedure or action understood?</td><td rowspan="2">Failure of the provided provision, procedure and guideline</td><td>Review and correct provisions and procedures
Preventive action and awareness</td></tr>
<tr><td>Training</td><td>Was the learning subject, including the objective, instructional method and technique, complete, accurate and appropriately defined?</td><td>Review the training effectiveness and enhance the training course standard.
Refer to TM Part 1, Chapter x.10.x «Training effectiveness»</td></tr>
<tr><td rowspan="5">Analysis of student discipline and performance</td><td rowspan="3">Inadmissible behaviour or violation</td><td>Was the action intended?
Were the results as intended?</td><td>Sabotage or malevolent act</td><td>Severe sanction required
Exclusion;
Regress;
Initiate legal action;</td></tr>
<tr><td>Was the violated procedure understood?
Knowingly violated?</td><td>Reckless violation</td><td>Final Warning and impose actions</td></tr>
<tr><td>Could this happen to anybody else?
Did it already occur?</td><td>Negligent/careless error</td><td>Provide additional explanation and/or instruction</td></tr>
<tr><td>Unsatisfactory performance</td><td colspan="2">Refer to:
TM Part 4, Chapter x.6.x «Review procedures»;
TM Part 2, Chapter x.5.x «Student progress»;
TM Part 1, Chapter x.9.x «Assessments, tests and examinations»</td><td>Suspend student from training if:
tests and examinations are failed continuously;
any remedial training remains unsatisfactory;
the learning interest and commitment of the student does not improve;
...</td></tr>
<tr><td colspan="5">For reporting refer to the reporting scheme, OMM Chapter 6.x «Reporting and Feedback System» and hazard identification and risk management</td></tr>
</table>

3.1.5 Approval/authorisation of flights

RB 3.1.5 ISS1 / REV7 / 28.06.2022

M/CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230	FCL.020	FCL.045	BFCL.045	SFCL.045
	FCL.910.FI	ORA.ATO.145	BFCL.125	SFCL.125	
	LEGAL REFERENCE				
3-OMA5-045 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.5.x «Approval/authorisation of flights» OM Part A, Chapter 2.3.x «Operational Control» OM Part A, Chapter 8.7.x «Training Flights» MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are there restrictions and guidance for the authorisation of training flights?

☐ Are the restrictions for an FI with restricted privileges clearly specified?

☐ Are there provisions and a specific form for the written authorisation for student solo flights?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The training organisation shall define restrictions and guidance for the authorisation for training flights.
- Student must meet the prerequisites for the intended training.
- Basically, the registration for flight training at the ATO is to be considered as a basic approval for the flight training.
- A student pilot shall be supervised by a flight instructor and not fly solo unless authorised to do so.
- The minimum age for a solo flight is:
  - for aeroplanes, helicopters and airships: 16 years
  - for sailplanes and balloons: 14 years
- There are no solo flights for an IR training or a MEP.
- Permission and authority to issue this authorisation remains with the responsible flight instructor.
- An FI restricted does not have the privileges to approve:
  - first solo flights by day or by night; and
  - first solo navigation-/cross country flights by day or by night.

  In this case, the supervising flight instructor of the FI restricted shall issue the authorisation.
- Before solo flights, the assigned instructor shall verify that the student:
  - has a valid Medical;
  - is able to apply basic navigation;
  - can use R/T communication and operate the required systems and equipment;
  - is able to divert to an alternate; and
  - knows and understands the intended flight programme and training targets.
- There shall be defined minimum meteorological conditions for the intended flight, considering visibility, ceiling and wind and any other meteorological phenomena.
- The authorisation for student solo flights shall be in written form, containing:
  - Name and date of birth of the trainee
  - Date of validity of the medical
  - Date of flight
  - Programme of the flight and intended routing

- Name, licence number and signature of the responsible flight instructor

- The Flight Assignment has to be carried out by the student during the specific flight.

Example:

The registration for the flight training is a basic approval for dual training flights. Solo flights require a special «flight authorisation» issued by the responsible flight instructor. This authorisation includes full details of the intended training flight and the limits thereof.

The authorisation has to be signed before each solo flight. Before signing it, the instructor has to check that:

- *has a valid Medical;*
- *is able to apply basic navigation;*
- *can use R/T communication and operate the required systems and equipment;*
- *is able to divert to an alternate; and*
- *knows and understands the intended flight programme and training targets.*

An FI with restricted privileges is not allowed to sign the flight authorisation for:

- *the first solo flight by day or by night; and*
- *the first solo navigation-/cross country flight by day or by night.*

In this case, the supervising flight instructor of the FI restricted shall issue the authorisation.

If the student has not done any flights within the last 2 weeks, a flight at dual control is mandatory first.

The Flight Assignment has to be carried out by the student during the specific flight.

For weather limitations refer to OM Part C, Chapter x.5.x «Weather Minima».

Example of an Authorisation of the Flight

Name and Address including contacts of the ATO	
Flight Assignment to be carried out by the student during this specific flight	
Details of the trainee	
Surname, First name:	
Date of birth:	
Validity of Medical:	
Date of flight:	
Programme of the flight and intended routing:	
Details of the responsible flight instructor	
Surname, First name:	
Licence number:	
Date:	*Signature of flight instructor:*

3.1.6	**Preparation of flying programme (restriction of numbers of aircraft in poor weather)**	M/CA
	RB 3.1.6 ISS1 / REV7 / 28.06.2022	EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230 LEGAL REFERENCE
3-OMA6-050 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.6.x «Preparation of flying programme» OM Part A, Chapter 2.3.x «Operational Control» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a method to plan, coordinate and overview the daily flight activity?

☐ Are there restrictions for the number of aircraft in training areas?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The flying programme is to be considered as the daily course of flight activity.
- The organisation shall establish a method to plan, coordinate and monitor flight instructors, students and aircraft scheduling and flight training operations plus the daily flight activity. This method should be adapted to the size and complexity of the Approved Training Organisation.
- The organisation shall have a means for planning and monitoring the daily flying programme by mentioning the:
  - agenda including time table
  - aircraft registration
  - nature of reservation (flight, maintenance, etc.)
  - student
  - instructor
- These means may consist of a simple paper agenda up to a sophisticated electronic application.
- The organisation shall restrict the operation of aircraft for the defined areas (training area, traffic pattern) in case of poor meteorological condition and / or the existence of volcanic ash (odour, haze or cloud).
- During changes, pollution in the same areas should be considered and avoided, especially for nature reserves (quiet nature, peaceful nature and quiet wildlife areas), and noise emissions in this area should be limited.

Note: For definition of poor weather condition refer to OM Part C, Chapter 4/5

Example Training Area Restrictions

Difficult meteorological conditions including volcanic ash will restrict the operation of aircraft, flights might be cancelled, delayed or rerouted to another training area.

The ATO ensures that not too many aircraft are airborne within the same area (training area or traffic pattern).

The pollution in the same areas should be considered and avoided, especially for nature reserves (quiet nature, peaceful nature and quiet wildlife areas), and noise emissions in this area should be limited.

Condition	Traffic Pattern	Training Area xy	Training Area xy
Normal weather	*6*	*4*	*3*
Poor weather condition and special weather phenomena, including volcanic ash	*4*	*2*	*1*
FI restricted	*For an FI with restricted privileges the above mentioned numbers of aircraft are decreased by 1.*		

Example Daily Training Overview

For the coordination and monitoring of flight instructors, students and aircraft scheduling and flight training operations and the daily flight activity, the following process applies:

Step	***Remark***	***Responsible***	***Tool***
Entry data	*Appointment Schedule* • *Aircraft* • *Student* • *Instructor* • *Training Session*	*Flight Instructor*	*Training Organisation Planning Excel-File* *I://Org/Planning/...*
Monitoring / Supervising	*Maintain and update data* • *Modification* • *Annulment* • *Termination*	*Administration*	
	Poor weather, including volcanic ash condition • *Verify the need to reduce the maximum number of aircraft for the defined areas* • *Re-schedule introductory flights/trial lessons* • *Limit number of aircraft or reroute to another area* • *Consider and prevent high environmental pollution in the same area* • *Inform instructors, students and administration* *Change of instructor* • *Short- / Long term*	*Head of Training*	
Store Data	• *Archive*	*Head of Training*	

dd.mm.yy	***08:00***	***09:00***	***10:00***	***11:00***	***12:00***	***13:00***	***14:00***	***15:00***	***16:00***	***17:00***
A/C 1										
A/C 2		*Student: x; FI: y* *Session 1*								
A/C 3										
A/C 4						*Student: m; FI: k* *Session 8; Area xy*				
A/C 5			*Student: r; FI: s* *First Solo Flight; Traffic Pattern*							

3.1.7 Command of aircraft

RB 3.1.7 ISS1 / REV1 / 02.12.2016

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	216/2008 Annex IV ORA.ATO.230 LEGAL REFERENCE
3-OMA7-055 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.7.x «Command of aircraft» OM Part A, Chapter 4.2 «Designation of the Pilot in Command» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are there provisions to nominate the Pilot in Command?

☐ Is there a requirement to issue written authorisation for student solo flights?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The Pilot in Command shall be responsible for the operation and safety of the aircraft and for the safety of all crew members, passengers and cargo on board.
- There should be provisions for the designation of the Pilot in Command for all flights with an ATO aircraft.
  - During dual instructional flights, the instructor shall hold a valid licence, the medical, an instructor rating including the associated class-/type rating.
  - For student solo flights the written authorisation has to be issued (refer also to CL OM/TM Chapter 3.1.5. «Approval/authorisation of flights»).

Example

When authorising a flight in an ATO aircraft, the instructor is to nominate one person as Pilot in Command (PIC), bearing in mind the following requirements:

Nature of Flight	***Commander***	***Provision***
Dual Instructional Flight	*Instructor*	• *Valid licence, medical, instructor rating including associated rating* • *Listed on the current instructor table*
Solo Flight	*Student*	• *Valid medical* • *Written authorisation for student solo flight*
Check Flight	*Applicant*	• *Applicant performs the function as PIC under the evaluation and supervision of the Instructor/Examiner*

3.1.8 Responsibilities of the PIC

RB 3.1.8 ISS1 / REV7 / 28.06.2022

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230	NCO.GEN.105	NCO.GEN.110	NCO.GEN.125	216/2008 Annex IV
	NCO.OP.130	NCO.OP.150	SR 748.225.1		
	LEGAL REFERENCE				
3-OMA8-060 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.8.x «Responsibilities of the Pilot in Command» OM Part A, Chapter 1.4 «Authority, duties and responsibilities of the Pilot in Command» MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the responsibilities of the Pilot in Command specified?
- ☐ Do they include the safe operation of the aircraft?
- ☐ Do they include the initiation, continuation, termination or diversion of a flight?
- ☐ Do they include the responsibility regarding weather?
- ☐ Do they include the compliance with operational procedures and checklists?
- ☐ Do they include the knowledge of national and international legislation and the ATO Manuals?
- ☐ Do they include the responsibility of the aircraft acceptance in respect to airworthiness and equipment?
- ☐ Do they include a statement concerning the physical occurrence for the intended flight?
- ☐ Do they include the responsibility to report occurrences?

3QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The Pilot in Command shall be responsible for the operation and safety of the aircraft and for the safety of all crew members, passengers and cargo on board. This includes the following:
  - the safety of all **passengers** and cargo on board, as soon as the PIC arrives on board, until the leaving of the aircraft at the end of the flight; and
  - for **aeroplanes**, from the moment it is first ready to move for the purpose of flight until the moment it comes to rest at the end of the flight and the engine(s) used as primary propulsion unit(s) is/are shut down.
  - for **helicopters**, from the moment the engine(s) are started until the helicopter comes to rest at the end of the flight with the engine(s) shut down and the rotor blades stopped.

Example

The pilot-in-command shall be responsible for:

- *the safety of the aircraft and of all crew members, passengers and cargo on board during aircraft operations;*
- *the initiation, continuation, termination or diversion of a flight in the interest of safety;*
- *ensuring that all operational procedures and checklists are complied with, in accordance with the Operations Manual, AFM, POH, etc. and common practices of good airmanship;*
- *ensuring that the weather forecast and reports for the proposed operating area and flight duration indicate that the flight may be conducted without infringing ATO operating minima;*
- *the aircraft being refuelled with particular attention to:*
  - *the correct grade and amount of fuel, fuel water checks, fire safety precautions, checking filler caps for security and correct replacement after refuelling.*
- *ensuring the pre-flight inspection has been carried out;*

- *deciding on acceptance of the aircraft with unserviceability in accordance with the configuration deviation list (CDL) or minimum equipment list (MEL), as applicable;*
- *only commencing a flight if all operational limitations are complied with, as follows:*
  - *the aircraft is airworthy and duly registered;*
  - *instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or list of deficiencies;*
  - *the mass of the aircraft and the centre of gravity are such that the flight can be conducted within limits;*
  - *all equipment, baggage and cargo are properly loaded and secured and an emergency evacuation remains possible;*
  - *the aircraft operating limitations as specified in the aircraft flight manual (AFM) will not be exceeded at any time during the flight;*
  - *navigational database required for PBN is suitable and current; and*
  - *any NOTAMs or pilot-in-command briefing materials that could adversely affect the aircraft operation along its flight plan including any alternate aerodrome.*
- *not commencing a flight if incapacitated to perform any duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance;*
- *not continuing a flight beyond the nearest weather-permissible aerodrome or operating site when the capacity to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen;*
- *checking at regular intervals that the amount of usable fuel / energy remaining in flight is not less than the fuel / energy required to proceed to a weather permissible aerodrome or operating site and the planned reserve fuel / energy required;*
- *recording at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft:*
  - *utilisation data (fuel / energy, oil, de-icing fluid, etc.) and all known or suspected defects in the aircraft.*
- *taking all reasonable steps to ensure that whenever the aircraft is taxiing, taking off or landing, or whenever it is advisable (e.g. in turbulent conditions) that all persons on board are properly secured in their seats, and all cabin baggage is stowed in the approved stowage;*
- *the Pilot in Command shall, as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft;*
- *the Pilot in Command shall, in an emergency situation that requires immediate decision and action, take any action he considers necessary under the circumstances. In such cases he may deviate from any rules, operational procedures, and methods in the interest of safety;*
- *ensuring that, prior to and during taxiing, take-off and landing, and whenever deemed necessary in the interest of safety (e.g. in turbulent conditions), each passenger on board occupies a seat or berth and has his/her safety belt or restraint device properly secured and all cabin baggage is stowed in the approved stowage;*
- *that the aircraft is controlled at all times;*
- *any occurrences being reported according to the ATO reporting scheme (refer to CL MS, Chapter 6 «Reporting Scheme»);*
- *the notification by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property (refer to CL MS, Chapter 6.2 «Occurrence Reporting»);*
- *being familiar with national and international aviation legislation and agreed aviation practices and procedures in those areas/States where operations are conducted;*
- *being familiar with the provisions of the ATO Manuals;*

- *all training and flight briefings being completed before each flight and all persons on board being fully briefed, including on emergency equipment and procedures;*
- *the aircraft documentation being complete and carried on board;*
- *no portable electronic device (PED) being used, including an electronic flight bag (EFB), which could adversely affect the performance of the aircraft systems and equipment or the ability of the flight crew members to operate the aircraft.*

3.1.9 Carriage of passengers

RB 3.1.9 ISS1 / REV0 / 04.01.2016

M/CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230 NCO.OP.130 NCO.OP.150 NCO.OP.155 LEGAL REFERENCE
3-OMA9-065 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.9.x «Carriage of passengers» OM Part A, Chapter 8.7.x «Training flights» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are there restrictions on the carriage of passengers during training flights?

☐ Is it clearly stated that on flights without a flight instructor no other person is allowed?

☐ Is there a statement that passengers have to be fully briefed?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- For the carriage of passengers the following restrictions apply:
  - Passengers must not be carried on student solo flights (flight on which a student pilot is the sole occupant of an aircraft);
  - Passengers must not be carried on exercise training abnormal/emergency procedures or critical flight manoeuvres (slow flight, stall, steep turn, engine failure, asymmetric flight, etc.);
  - Passengers must not be carried on dual instructional flights with the following exceptions:
    - Another student on the same course of training may be carried if there is a training or organisational benefit to be gained;
    - To train flights with Maximum Operating Mass, passengers may be carried on board;
    - FOCA inspectors may be carried on any dual instructional flight;
    - Passengers may be carried on lessons provided that they have a clear and direct interest in the flight (e.g. parents, partner, etc.) and no remuneration of any kind is given in respect of their carriage.
- Passengers are given a briefing on:
  - use of the seat belt or harness;
  - the location and operation of cabin doors, jettisoning windows or emergency exits;
  - means of communication and behaviour during the flight lesson;
  - deployment and use of the radio beacon;
  - the location and operation of fire extinguisher;
  - other type specific safety features;
  - behaviour around the aircraft (e.g. boarding and disembarking, refuelling, danger areas, etc.);
  - restrictions on smoking;
  - stowage of hand baggage;
  - restriction and prohibition of the use of portable electronic device such as mobile phone, computer, etc.

Example

The carriage of additional persons during dual flights is possible. Whereas the carriage of additional students might be encouraged for training benefit, the carriage of any other persons, not having a direct interest in the flight, shall be arranged in a restrictive manner.

Passengers have to be briefed on safety procedures before the flight.

The instructor as well as the student has to agree to accept the passenger. Additionally, FOCA inspector on duty may be carried on dual instructional flight.

The following table summarises the carriage of passengers:

Nature of flight	***Passengers allowed***	
	Yes	***No***
Dual instructional flight	*X*	
Student solo flight (flight on which a student pilot is the sole occupant of an aircraft)		*X*
Flights with abnormal or emergency procedure training, including critical manoeuvres		*X*
Training with Maximum Operating Mass	*X*	

3.1.10 Aircraft documentation

Ch. 3.1.10 ISS1 / REV0 / 04.01.2016

3.1.10.1 Technical Log System and Journey Log

RB 3.1.10.1 ISS1 / REV6 / 14.09.2021

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230 NCO.GEN.150 EC 1321/2014 M.A.306 ML.A.305 M.A.704 CAMO.A.300 CAO.A.025 LEGAL REFERENCE
3-OMA10-070 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.10.x «Aircraft documentation» OM Part A, Chapter 8.1.11 «Aircraft Technical Log» CAME, Chapter 1.1 «Aircraft Technical Log Utilisation and MEL Application» or «Aircraft Continuing Airworthiness Record System Utilisation» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a method to record data required by the technical log system and the journey log described? Does the method include:

- ☐ the means to record data, Electronic Log Book System, Paper, or a combination thereof?
- ☐ the description of their content and use?
- ☐ provisions on how unrestricted access to the Log System is guaranteed for all involved/authorised parties (e.g. Pilots, CAMO, Maintenance)?
- ☐ means and requirements to record deferred defects (e.g. Hold Item List), if the grey Journey Log Book (provided by FOCA) is used?

For ATOs holding a Part-CAO / Part-CAMO Approval:

☐ Is there a reference to the CAME?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Details of the aircraft, its pilots (instructor, student) and each leg shall be recorded and retained for each flight or series of flights, in the form of a journey log or equivalent.
  - Approved Training Organisations, holding an Approval according to Regulation Regulation (EC) No 1321/2014, Part-CAMO or Part-CAO and and maintaining the associated Continuing Airworthiness Management Exposition (CAME), may refer the description of the technical log system to the CAME, Chapter 1.1 «Aircraft Technical Log Utilisation and MEL Application» or «Aircraft Continuing Airworthiness Record System Utilisation».
  - Approved Training Organisations, not holding such an Approval, shall describe the use of the aircraft Journey Log Book or equivalent including graphical presentation within this Chapter of the Operations Manual.
  - If the grey (provided by FOCA) Journey Log Book is used, a respective statement suffices. Additionally, a reference to the explanation on page 3 of this Journey Log Book shall be included.
  - The Pilot in Command is responsible for the correct recording of details.

- The equivalent of an aircraft journey log book should include the following items:
  - aircraft registration;
  - date;
  - crew and duty;
  - place of departure;
  - place of arrival;
  - time of departure;
  - time of arrival;
  - hours of flight;
  - hour meter/flight time counter (if applicable);
  - nature of flight;
  - number of landings;
  - problems, observations and defects;
  - action taken/maintenance release;
  - recording of the completed pre-flight check;
  - signature of the Pilot in Command;
- The information or parts thereof may be recorded in a form other than on printed paper. Refer also to FOCA Certification Leaflet (CL) MS, Chapter 3.2 «Electronic Data Processing (EDP)» and FOCA Certification Leaflet (CL) Electronic Flight Bag (EFB).
- Unrestricted access to the Log System (paper, electronic or combinations thereof) must be guaranteed/ensured for all parties involved/authorised (e.g. Pilots, CAMO, Maintenance) in order to inform them of the technical condition of the aircraft.
- For the management of aircraft defects, the Approved Training Organisation may establish a separate Hold Item List (HIL) or Deferred Defect List (DDL) considering:
  - that only authorised certifying staff (aircraft maintenance personnel) decide whether an aircraft defect affects flight safety and what rectification action is required before further flight;
  - any defect affecting the airworthiness and/or the flight safety or under the provisions of the CDL/MEL is rectified before further flight;
  - any defect not affecting flight safety is rectified as soon as practicable after the aircraft defect was first identified and within any limits specified in the applicable maintenance data. These defects shall be transferred into the HIL or DDL by authorised certifying staff only;
  - after rectification, the deferred defect (HIL item) has to be comprehensively cleared and signed off by the authorised certifying staff. Additionally, the cleared item shall be released in the Journey Log Book field «Action taken/maintenance release».

Example of Deferred Defect List (Hold Item List)

Approved Training Organisation:		*Aircraft Registration: HB-*		*Aircraft Type:*		*Page Reference No.*		
DETAILS OF DEFERRED DEFECT						***DEFECT CLEARED***		
No.	*Reference to Journey Log Book entry*	*Defect report*	*Signature & Licence number*	*Date Deferred*	*Period Deferred*	*Reference to Journey Log Book entry*	*Signature& Licence number*	*Date*

3.1.10.2 Documents to be carried on Board

RB 3.1.10.2 ISS1 / REV7 / 28.06.2022

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230 FCL.045 BFCL.045 SR.748.215.1 Art. 22 SFCL.045 NCO.GEN.135 LEGAL REFERENCE
3-OMA10-075 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.10.x «Aircraft documentation» OM Part A, Chapter 8.1.12 «List of documents, forms and additional information to be carried» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a list of the documents to be carried on board?

☐ Is there a statement that the pilot has to show the required documents upon request by the competent authority (FOCA or the respective national authority)?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The following documents, manuals and information shall be carried on each flight:

Aircraft Blue Booklet	• The Registration Certificate • The Airworthiness Certificate or Permit to Fly • Airworthiness Review Certificate or the Inspection Confirmation • The third party Liability Insurance Certificate for aircraft (in SDR) • The insurance certificate in respect of liability for passengers, if applicable • The noise certificate, if applicable • The certificate for aero-towing of gliders, if applicable • The aircraft radio station operating licence issued by OFCOM, if applicable • EASA Form 138 Air Operator Certificate (AOC), EASA Form 139 Operations Specifications, EASA Form 140 List of specific Approvals, as applicable
Aircraft Documentation Manufacturer provided Documents	• Current AFM, POH • Journey Log Book/Technical Log including Maintenance Release or equivalent • Checklists • MEL and CDL, if applicable • Hold Item List (HIL) or Deferred Defect List (DDL)
Planning and Operational Documents	• Operational-/Navigation Flight Plan including Fuel / Energy Planning • Mass and Balance Documentation • Details of the filed ATS flight plan, if applicable • Current Weather Information and Forecast • NOTAM's and DABS
AIP **VFR Manual & Guide** **Other commercially produced Route and Aerodrome Information and Documentation**	• Current and suitable aeronautical charts for the route of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted • Procedures and visual signals information for use by intercepting and intercepted aircraft • Any other documentation that may be pertinent to the flight or is required by the States concerned with the flight
ATO and pilots relevant documents	• Operations Manual of the ATO • Pilot Licence (except for students of a LAPL, PPL or integrated CPL Course) • Temporary Permission to act as pilot (if applicable) • Medical • ID or Passport • Syllabus • Pilot's Log Book • Authorisation for Student Solo Flight

- The Pilot in Command shall make these documents available within a reasonable time frame when requested by the competent authority (FOCA or the respective national authority).
- In case of loss or theft of one of the listed documents, the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.
- The documents, manuals and information may be recorded in a form other than on printed paper. Refer also to FOCA Certification Leaflet (CL) MS, Chapter 3.2 «Electronic Data Processing (EDP)» and FOCA Certification Leaflet (CL) Electronic Flight Bag (EFB).

3.1.11 Retention of documents

RB 3.1.11 ISS1 / REV5 / 23.02.2021

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.GEN.220 ORA.ATO.120 LEGAL REFERENCE
3-OMA11-080 Ch.-OM Ch.-Seq.-No.	OMM, Chapter 10.x «Record Keeping and Archiving» OM Part A, Chapter 11 «Retention of documents» OM Part A, Chapter 2.1.x «Supervision of the Operation by the Operator» OM Part D, Chapter 4 «Description of Documentation to be Stored and Storage Periods» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation have a system of record keeping that allows storage and reliable traceability?

☐ Does the organisation state that a student pilot changing to another training organisation may request a copy of her/his training records?

☐ Does the system include the provisions of FOCA Certification Leaflet (CL) Management System (MS), Chapter 10 «Record Keeping»?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to FOCA Certification Leaflet (CL) Management System (MS), Chapter 10 «Record Keeping»

3.1.12 Flight crew qualification records (licences and ratings)

RB 3.1.12 ISS1 / REV7 / 28.06.2022

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.GEN.220 ORA.ATO.110 ORA.ATO.120 ORA.ATO.145 ORA.ATO.230 LEGAL REFERENCE
3-OMA12-085 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.12.x «Flight crew qualification records (licences and ratings)» OM Part A, Chapter 2.1.x «Supervision of the Operation by the Operator» OM Part D, Chapter 4 «Description of Documentation to be Stored and Storage Periods» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a means and process for recording and monitoring the validity of the instructor's licence, ratings, medical and qualifications?

☐ Is there a means and process for recording the student's data, entry qualifications and training progress?

☐ Are the means and content of the files for the instructor and for the student defined?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organisation has to ensure that the student meets the prerequisites for the intended training.
- The organisation ensures that instructors only get training assignments if they have the necessary and valid licence, instructor certificate, rating and medical certificate for the respective training.
- The assigned instructor shall ensure that the student has the necessary licence, rating and medical certificate for the respective training.
- The organisation has to establish a method for supervising the validity of licence and qualifications by:
  - a means and process for recording and monitoring the validity of instructor's licence, ratings, medical and qualifications
  - a means and process for recording the student's data, entry qualifications and training progress
- Access to the information on Area 100 KSA, kept in the student's training records, should be restricted to the student and authorised organisation personnel only, and should not be disclosed outside the organisation.

Example of personal files

Instructor File		
Folder	• *Contract/Agreement* • *Copy of ID or Passport* • *Copy of Licence and Ratings* • *Copy of Medical* • *Personal Data File* • *Training/Checking/Assessment Evidence* • *Competence and Skill Records* • *Record of assigned students* • *Correspondence* • *Feedback* • *...*	*Administration Office*

Student File		
Folder	• *Copy of ID or Passport* • *Copy of Medical* • *Personal Data File/Registration* • *Record of assigned instructors* • *Outcome of the summative assessments* • *Results of Mental Maths Test* • *Results of Progress Tests* • *Copy of Theory Exam Results* • *Copy of Radiotelephony Exam Results* • *Copy of Language Proficiency Check Results* • *Correspondence* • *Feedback* • *...*	*Administration Office*
Current Training Documentation	• *Syllabus* • *Progress Log* • *Flight Assignment for Student Solo Flight* • *Test Results* • *Lessons and Briefings Working Paper* • *...*	*Student*

Example of processes for monitoring licence and qualifications

Student

Step	***Task***	***Frequency***	***Responsibility***
Student's prerequisites	• *Verification that the student meets all the prerequisites for the intended training*	*First enquiry*	*Head of Training*
Data collection	• *Establish student file*	*Upon registration*	*Administration*
Verification	• *Check student file for accurateness and completeness*	*Prior to starting training*	*Head of Training*
File Management	• *Amend and revise file in accordance with student progress; and* • *Medical, Licences' and Qualifications' validity changes, as applicable*	*Continuously*	*Instructor*
Closing	• *Store file according to Record Keeping OMM, Chapter 10 «Record-Keeping and Archiving»*	*Completion of Training* *Training stop*	*Head of Training*

Instructor

Step	***Task***	***Frequency***	***Responsibility***
Data collection	• *Establish instructor file*	*Upon employment / contracting*	*Administration*
Verification	• *Check file for accurateness and completeness*	*Prior to starting any instructional task*	*Head of Training*
Supervision and Staff Training	• *Organise/conduct training and checking / assessment according to training plan (staff training) and expiry dates*	*Plan yearly individual training, checking and assessment according to expiry date*	*Chief Flight Instructor*
File Management	• *Amend and revise file timely according to revalidation or renewal and upon receiving evidence; and*	*Continuously*	*Chief Flight Instructor*

Step	***Task***	***Frequency***	***Responsibility***
	• *Medical, Licences and Qualifications validity changes, as applicable*		
Monitoring/Supervising Training Organisation Instructor Supervision Excel-File (I://Org/Supervision/...)	• *Maintain and update data* • *Supervision of data* • *Monitor advisory system for expiry dates*	*Continuously and prior to instructional assignment Latest advisory marker*	*Administration*
Closing	• *Store file according to OMM, Chapter 10 «Record Keeping and Archiving»*	*Upon leaving the organisation*	*Head of Training*

3.1.12.1 List of instructors – personal details and qualification of instructors

M/CA
EVALUATION METHOD

RB 3.1.12.1 ISS1 / REV5 / 23.02.2021

OM/TM CL TOPIC	ORA.GEN.115 ORA.GEN.210 ORA.ATO.105 ORA.ATO.110/210 FOCA administrative requirement LEGAL REFERENCE
3-OMA12-086 Ch.-OM Ch.-Seq.-No.	Appendix xy «List of instructors» OM-D Chapter 1.3 «Training and checking personnel» MANUAL REFERENCE

The list of instructors is subject to notification

The organisation should demonstrate that an adequate number of qualified, competent staff is employed

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is a list of instructors provided?
  - ☐ Is the list part of this chapter? or
  - ☐ Is the list published as an appendix/annex to the operations manual?
    - ☐ Is there a comprehensive reference to the applicable list?
- ☐ Does the list include all:
  - ☐ categories of instructors for flying training? and/or
  - ☐ theoretical knowledge instruction?
  - ☐ personal details and qualifications, including licence ratings and certificate, as applicable?
  - ☐ area of competence of instruction and are they traceable allocated to the instructors?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organisation shall establish a list containing personal details and qualifications of all categories of instructors for flying training and theoretical knowledge instruction. The list is part of the initial application. Any amendment thereafter must be notified to FOCA.
- The list of instructors is one of the main instruments to:
  - monitor that sufficient qualified personnel are appointed/available for the planned tasks and activities to be performed;
  - monitor that instructors have the applicable and valid licence, instructor certificate, rating and medical certificate for the intended training;
  - demonstrate to FOCA that an adequate number of qualified, competent staff is employed.
- The list shall contain the following data as a minimum:
  - First and last name;
  - Type and licence number;
  - Category of instructor certificate or theoretical knowledge instructor;
  - Full time or part time.
- The list may be designed to be used as an employee list, containing additional personal details, such as address and contact information.

Example:

Name	***Licence*** *Type and number*	***Certificate category or TKI***	***Level of employment***	***…***
Tom Airspeed	*CPL(A) CH.FCL.12345*	*FI: PPL, SEP*	*80%*	*…*
Anna Airflow	*ATPL(A) CH.FCL.56789*	*TRI: restricted, A320, MPL*	*20%*	*…*
…	*…*	*…*	*…*	*…*
Kuno Ampère	*-*	*TKI: 020, 080, 100 incl. assessments*	*freelance*	*…*
Eduard Flybywire	*-*	*TKI: A320, Airplane systems*	*50%*	*…*
…	*…*	*…*	*…*	*…*

3.1.13 Revalidation (medical certificates and ratings)

RB 3.1.13 ISS1 / REV0 / 04.01.2016

M/CA
EVALUATION METHOD

OM/TM CL TOPIC 3-OMA13-090 Ch.-OM Ch.-Seq.-No.	ORA.ATO.230 ORA.ATO.110 LEGAL REFERENCE OM Part A, Chapter x.13.x «Revalidation (medical certificates and ratings)» OM Part A, Chapter 2.1.x «Supervision of the Operation by the Operator» Part D, Chapter 3 «Procedures for Training and Checking» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is a process concerning revalidation of rating and/or medical specified?

☐ Is there a statement concerning the responsibilities for the revalidation?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The Head of Training is responsible that only instructors with valid licence and qualifications are assigned for flight training.
- Instructors hold the ultimate responsibility for the validity of their licence and qualifications.
- The CFI may define with whom the proficiency checks have to be performed with.

Example

Step	***Task***	***Tool***	***Responsibility***
Notification	*Informs the instructor that a rating or the medical expires (within 3 months)*	• *Instructor Supervision Excel-File* • *(I://Org/Supervision/...)* • *E-Mail*	*Administration*
Organisation	*Makes appointment with Examiner or AeMC/AME*	• *Telephone/by the best practicable means* • *FOCA Examiner-List* • *List of AeMC/AME*	*Instructor*
Conducted by	*Performs revalidation* • *Proficiency check* • *Medical examination* • *1h training flight, required minimum flight experience, application for revalidated rating (SEP/TMG only)* • *Assessment of competency* • *...*		*Instructor*
Administration and Notification of FOCA	*Submission of the forms and documents related to the conducted check/examination*	• *FOCA administrative requirements, forms and documents* • *FOCA homepage*	*Examiner* *AME*
Reception of the new Licence or Certificate	*Check for correctness and completeness* *Sign where required*	• *Licence* • *Certificate*	*Instructor*
Information	*Informs Head of Training* *Submission of the relevant copy*	• *Copy of new Licence/Medical*	*Instructor*
File Management	*Amend and revise Instructor Supervision Excel-File timely according to revalidation or renewal and upon receiving evidence/copy*	• *Instructor Supervision Excel-File* • *(I://Org/Supervision/...)*	*Administration*

3.1.14 Flying duty period and flight time limitations (instructors)
RB 3.1.14 ISS1 / REV4 / 22.10.2019

3.1.15 Flying duty period and flight time limitations (students)
RB 3.1.15 ISS1 / REV2 / 21.03.2017

3.1.16 Rest periods (instructors)
RB 3.1.16 ISS1 / REV2 / 21.03.2017

3.1.17 Rest periods (students)
RB 3.1.17 ISS1 / REV2 / 21.03.2017

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EVALUATION METHOD

OM/TM CL TOPIC	EC 216/2008 Annex III CD 2000/79/EC ORA.ATO.130/230 ORO.FTL.105 ORO.FTL.110 ORO.FTL.125 ORO.FTL.200 ORO.FTL.205 ORO.FTL.210 ORO.FTL.215 ORO.FTL.220 ORO.FTL.235 ORO.FTL.245 CS FTL.1 Book 1 / Book 2 LEGAL REFERENCE
3-OMA14/15/16/17-095 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.14.x «Flying duty period and flight time limitations» OM Part A, Chapter 7 «Flight Time Limitation» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

Introduction

☐ Are there definitions provided relevant to the flight time limitations and rest requirements?

☐ Is there a statement that the provisions related to flight and duty time regulations are in accordance with the regulation air operations, Part-ORO?

☐ Is there a statement that both, the instructor/student are responsible for the strict observance of the flight time limitations?

☐ Is there a statement that freelance instructors, engaged in other approved training organisations and/or commercial air operations, additionally take into consideration the flight and duty time limitations and rest requirements of the concerned organisation/operator?

Duty Periods and Flying Hours

☐ Does the organisation implement the following flight time limitations:

- ☐ 7 flight hours on any day;
- ☐ 100 flight hours of flight time in any 28 consecutive days;
- ☐ 900 flight hours of flight time in any calendar year; and
- ☐ 1000 flight hours of flight time in any 12 consecutive calendar months?

☐ Does the organisation implement the following flight duty limitations:

- ☐ 12 duty hours on any day;
- ☐ 60 duty hours in any 7 consecutive days;
- ☐ 110 duty hours in any 14 consecutive days; and
- ☐ 190 duty hours in any 28 consecutive days, spread as evenly as practicable throughout that period?

☐ Does the organisation implement the maximum annual working time of 2000 hours?

☐ Are there defined pre-flight and post-flight duty times of at least 30 minutes each?

Window of Circadian Low (WOCL)

☐ Are there restriction of scheduling within the window of circadian low (WOCL)?

- ☐ Are the scheduled training units/lessons adopted or reduced accordingly?
- ☐ If a split duty is applied, are the hours of the break within the window of circadian low (WOCL), deducted from the maximum possible extension of the FDP?

Rest Requirements – Rest Period

- ☐ Are rest requirements defined?
- ☐ Is the minimum rest period at least as long as the preceding duty period or minimum 12 hours defined?
- ☐ Is the maximum consecutive duty period limited to 7 days (168 hours)?
- ☐ Does the organisation ensure that the minimum rest period is increased periodically as follow?
  - ☐ Weekly 2 days including 2 local nights (36 hours)
  - ☐ Monthly 7 days
  - ☐ Yearly 96 days in addition to the legal yearly holiday

Split Duty – Extended Flight Duty Period

- ☐ Does the organisation implement split duty schemes? If yes,
- ☐ Does the break on ground have a minimum duration of 3 consecutive hours?
- ☐ Does the break exclude the time allowed for post and pre-flight duties and travelling to the accommodation and vice versa?
- ☐ Is the maximum increase of the planned flight duty period restricted to 50%?
- ☐ Is suitable accommodation provided for a break of 6 hours or more?
- ☐ Is suitable accommodation provided for a break that encroaches the window of circadian low (WOCL)?
- ☐ Does the split duty scheme exclude the extension of the flight duty period if the actual break exceeds the 6 hours or if the break encroaches the window of circadian low (WOCL)?
- ☐ Do the provisions for positioning include that transfers of instructors on behest of the organisation are to be counted towards the maximum allowable flight duty period and cumulatively to the duty period?
- ☐ Is there a statement that a split duty shall not be applied immediately after reduced rest?

Unforeseen circumstances — instructor's/pilot in command's discretion

- ☐ For unforeseen circumstances - are there conditions to modify flight time limitation and rest requirements at the discretion of the instructor/pilot in command?
- ☐ Is the increase of the maximum duty restricted to maximum 2 hours?
- ☐ Is the limit of the rest period at least 10 hours in case of a reduced rest period following the duty period?
- ☐ Is there a requirement to report any modifications of flight time limitations and rest requirements?

Recording of duty, flight duty and rest periods

- ☐ Are means defined to record flight duty and rest period?
- ☐ Does such record include a least:
  - ☐ Flight times;
  - ☐ Start, Duration and end of each duty period and/or flight duty period;
  - ☐ Rest periods and days free from all duties?

☐ Is there a statement that such records are kept for at least 24 month?

☐ If instructors are engaged in more than one organisation/operator, is there a requirement, to make such duty records available to all the concerned organisations/operators?

Additions for students

☐ Is there a statement that the flight time limitations for instructors in general also apply to students?

☐ Are there additions in terms of maximum flight training sessions/units and maximum hours of flight time?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organisation shall establish flight time limitation schemes for flight instructors, including:
  - the maximum flying hours and the maximum flying duty hours; and
  - minimum rest time between instructional duties in accordance with Part-ORO.
- The flight time limitations scheme should be proportionate to the complexity of the training activities of the ATO. The duty periods and flying hours table shall be applied, however the rest period for instructors may be simplified.

Definitions:

The following extract of definitions applies:

Annex III Subpart FTL Flight and Duty time Limitations and Rest time Requirements	*Break*	*«break» means a period of time within a flight duty period, shorter than a rest period, counting as duty and during which a crew member is free of all tasks.*
	Duty	*«duty» means any task that a crew member performs for the operator, including flight duty, administrative work, giving or receiving training and checking, positioning, and some elements of standby.*
	Duty Period	*«duty period» means a period which starts when a crew member is required by an operator to report for or to commence duty and ends when that person is free of all duties, including post-flight duty.*
	Flight Duty Period	*«flight duty period (FDP)» means a period that commences when a crew member is required to report for duty, which includes a sector or a series of sectors, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last sector on which the crew member acts as an operating crew member;*
	Flight Time (Block Time)	*«flight time» means, for aeroplanes and touring motor gliders, the time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are shut down.*
	Home Base	*«home base» means the location, assigned by the operator to the crew member, from where the crew member normally starts and ends a duty period or a series of duty periods and where, under normal circumstances, the operator is not responsible for the accommodation of the crew member concerned;*
	Positioning	*«positioning» means the transferring of a non-operating crew member from one place to another, at the behest of the operator, excluding:* *the time of travel from a private place of rest to the designated reporting place at home base and vice versa, and* *the time for local transfer from a place of rest to the commencement of duty and vice versa;*
	Rest Period	*«rest period» means a continuous, uninterrupted and defined period of time, following duty or prior to duty, during which a crew member is free of all duties, standby and reserve.*
	Suitable Accommodation	*«suitable accommodation» means, for the purpose of standby, split duty and rest, a separate room for each crew member located in a quiet environment and equipped with a bed, which is sufficiently ventilated, has a device for regulating temperature and light intensity, and access to food and drink.*
	Window of Circadian Low	*«window of circadian low (WOCL)» means the period between 02:00 and 05:59 hours in the time zone to which a crew member is acclimatised.*

	Working Time	*«working time» means any period during which employees are working at the employer's disposal and carry out their activity or duties in accordance with national laws and/or practice.*

Example

The provisions related to flight and duty time regulation including rest requirements are established for instructors and students in compliance with Regulation Air Crew which refers to Part-ORO.

Both, the organisation and the instructor/student are responsible for the observance of the flight time limitations.

No instructor or student shall start a duty period if it is foreseeable that the duty time limitation or rest period requirement will be violated.

Freelance instructors engaged in other approved training organisations and/or commercial air operations shall additionally consider the flight and duty time limitations and rest requirements of the concerned organisation/operator. However, the more restrictive requirements shall apply.

Home base

The organisation assigns in the individual contract with the instructor the location from where the instructor normally starts and ends a duty period or a series of duty periods and where, under normal circumstances, the organisation is not responsible for the accommodation of the instructor concerned.

Duty Period and Flying Hours

The organisation shall ensure that the following restrictions for instructors are not exceeded:

Flight time	*7 flight hours on any day;* *100 flight hours of flight time in any 28 consecutive days;* *900 flight hours of flight time in any calendar year; and* *1000 flight hours of flight time in any 12 consecutive calendar months.*
Duty period / Flying duty Hours	*12 duty hours on any day;* *60 duty hours in any 7 consecutive days;* *110 duty hours in any 14 consecutive days; and* *190 duty hours in any 28 consecutive days, spread as evenly as practicable throughout that period.*
Working Time	*The maximum annual working time shall be 2000 hours in which the flight time (block time) shall be limited to 900 hours.* *The maximum annual working time shall be spread as evenly as practicable throughout the year.*
Sectors / Landings	*They are no limitations restricting the number of sectors/landings for flight training sessions.* *In addition to the observation of the achievement of the respective training target the instructor is to monitor the fitness and identify the fatigue hazards within the current flight/duty period and to decide upon the maximum number of sectors/landings. And deciding proactively according to the situation and reduce duty period and/or increase the rest period when necessary.*

Any work/activity/assignment on behalf of the organisation as well as any work/activity/assignment for other parties for which remuneration is being received shall count as duty.

When the instructor is engaged in theoretical knowledge-, synthetic flight and flight instruction, all of the time spent is to be cumulatively counted in full towards the duty period.

In general, for pre-flight duty 1 hour shall be calculated and for post-flight duty 30 minutes which both fully count towards the duty period.

Window of Circadian Low

The human circadian rhythm goes through different cycles during a day. There are times, in particularly between 2 and 6 o'clock at night, in which the urge to sleep is very strong.

The time period in the very early morning hours is referred to as window of circadian low (WOCL).

In general, the organisation may not schedule flight training in aircraft during the window of circadian low (WOCL).

In case of organisational need and/or the training target of the concerned session requires the time period from 02:00 – 05:59 LT:

- *The scheduled training units/lessons shall be adopted or reduced accordingly;*
- *If a split duty is applied, the window of circadian low (WOCL) has to be considered. Subsequently the extension of the FDP has to be reduced accordingly.*

Positioning

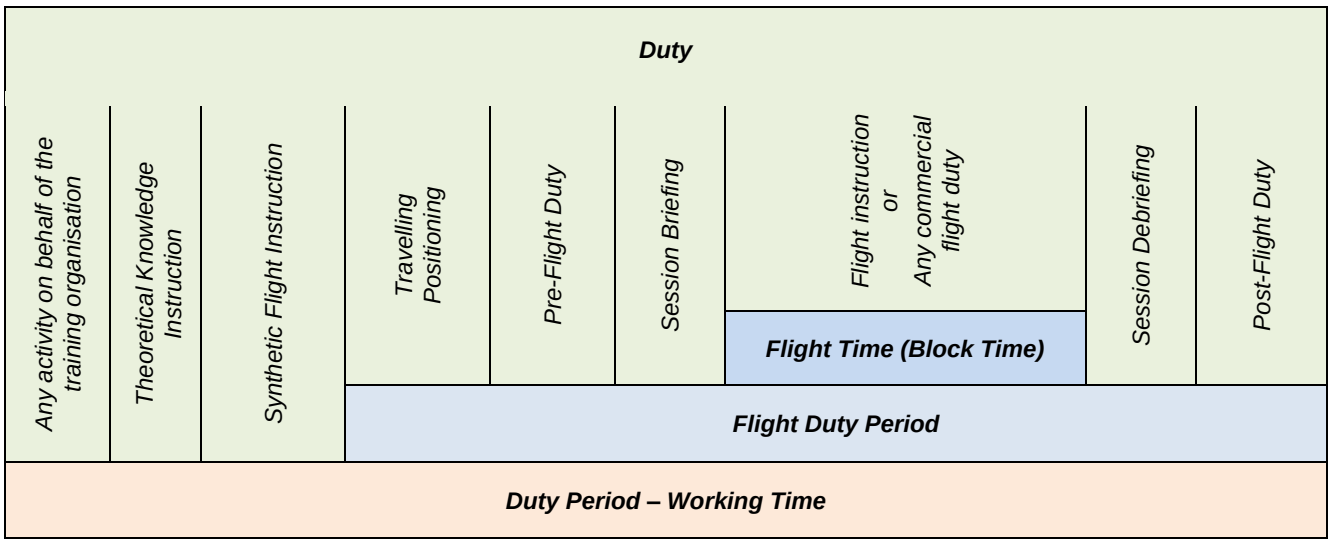
Positioning, means the transferring of an instructor from one place to another on behest of the organisation, excluding:

- *the time of travel from a private place of rest to the designated reporting place at home base and vice versa;*
- *and the time for local transfer from a place of rest to the commencement of duty and vice versa.*

If the organisation positions an instructor, the following shall apply:

- *all times an instructor spends on positioning is counted as duty; and*
- *positioning prior to a flight time shall be counted towards the maximum allowable flight duty period and cumulatively to the duty period.*

Overview relation: Duty / Duty Period / Flight Time and Flight Duty Period



Rest Requirements – Rest Period

Rest period, means a continuous, uninterrupted and defined period of time, following duty or prior to duty, during which an instructor is free of all duties.

The minimum rest period, provided before undertaking flying duty, shall be at least as long as the preceding duty period, or 12 hours, whichever is greater.

As long as suitable accommodation is granted, the minimum rest period, before undertaking a flying duty starting away from home base, shall be at least as long as the preceding duty period, or 10 hours, whichever is greater. This period shall include an 8-hour sleep opportunity in addition to the time for travelling and physiological needs.

The maximum consecutive duty period shall not exceed 7 days (168 hours), and the organisation ensures that the minimum rest period increases periodically as follows:

Weekly	***2 days***	*At least 36-hours period including two local nights.*
Monthly	***7 days***	*The organisation ensures that every instructor receives a minimum of seven local days free from duty within every single calendar month.* *The monthly seven day free from duty may be reduced pro rata in case of holidays, sickness, accident or military service. Days free from duty shall normally be planned at home base.*
Yearly	***96 days***	*Every instructor shall be given 96 days free from duty per calendar year at home base. The yearly 96 days of free from duty may be reduced pro rata temporis in case the instructor receives more than the legal minimum 4 resp. 5 weeks of holidays.*

Rest periods for instructors engaged in ATO's operating primarily non complex aircraft

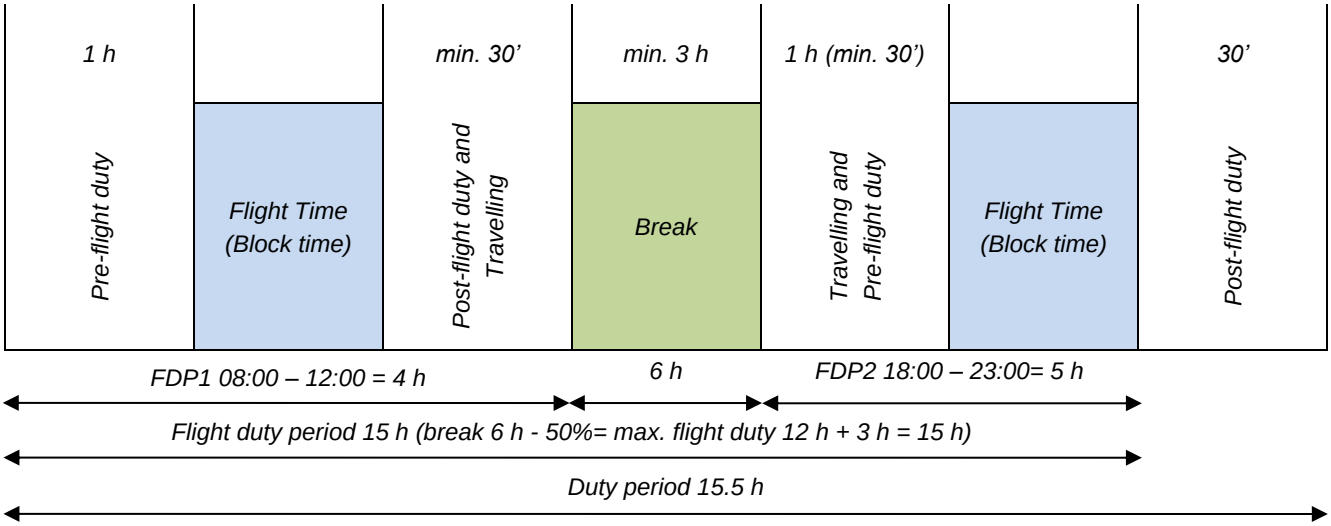
Instructors shall not commence a training flight if they are tired, feel tired or do not feel fit enough and might endanger the flight or fail to achieve the training objective.

Split Duty – Extended Flight Duty Period

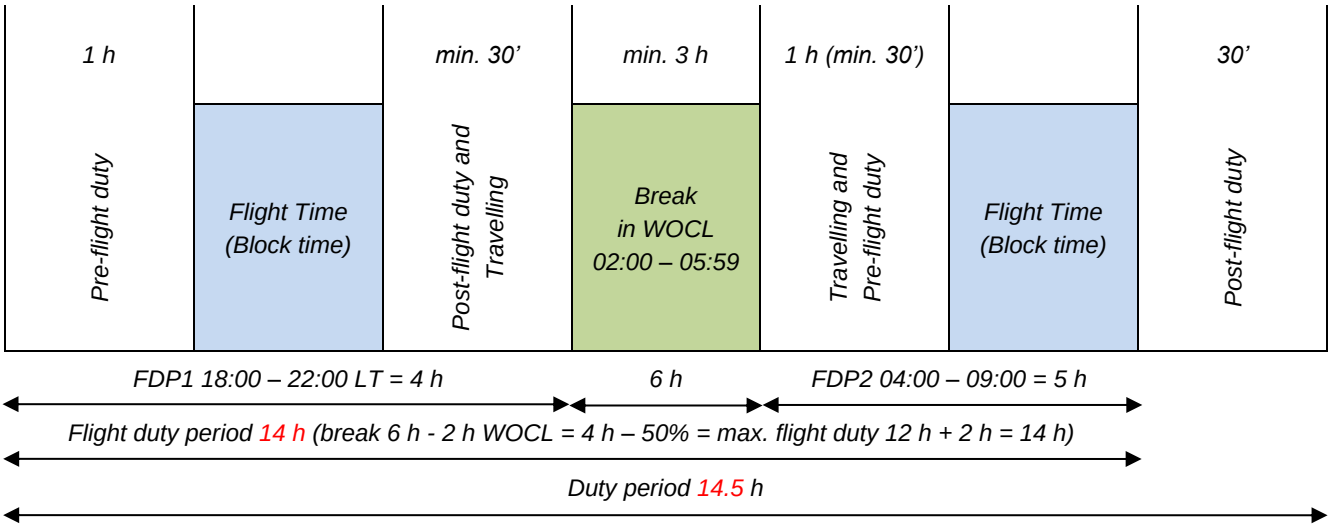
Split duty, means to extend the maximum allowable flight duty (12 h) by a break. If the organisation plans split duty, the following applies:

- *the break on ground within the concerned flight duty period shall have a minimum duration of 3 consecutive hours;*
- *the break shall exclude the time allowed for post and pre-flight duties which shall be counted for a minimum of 30 minutes and travelling to the accommodation and vice versa;*
- *the planned flight duty period may be increased up to 50% of the break;*
- *suitable accommodation shall be provided for a break of 6 hours or more or for a break which encroaches the window of circadian low (WOCL);*
- *Any time of the actual break exceeding 6 hours or any time of the break that encroaches the window of circadian low (WOCL) does not extend the maximum allowable flight duty period (FDP);*
- *split duty shall not be used immediately after reduced rest.*

Sample:



Sample considering WOCL



Unforeseen circumstances — instructor's/pilot in command's discretion

Under unforeseen circumstances the instructor/pilot in command may modify the limits on duty period, flying hours or rest requirements by complying with the following:

- *The maximum duty per day may be increased by a maximum of two hours.*
  - *If on the final sector, within a duty period and the allowed increase duty is exceeded, because of unforeseen circumstances after take-off, the flight may continue to the planned destination or alternate.*
- *The rest period following the duty period may be reduced, but can never be less than 10 hours.*
- *The commander shall submit a report to the organisation when a duty is increased or a rest period is reduced. Where the increase of duty period or reduction of a rest period exceeds 1 hour, an occurrence report shall be filed no later than 28 days to FOCA, using Aviation Safety Reporting, refer to OM Part A x.20.x «Occurrence reporting».*

Recording of duty, flight duty and rest periods

The organisation ensures that instructors record relevant data to ensure compliance with the flight time limitations. The recording shall include at least:

- *Flight times*
- *Start, duration and end of each duty period and/or flight duty period;*
- *Rest periods and days free from all duties.*

Copies of these records shall be delivered on a monthly basis to the Head of Training.

Where a flight instructor is engaged in more than one organisation and/or operator, the instructor concerned shall maintain a personal record including all elements listed above and shall make such records available to all the concerned organisations/operators.

Records shall be kept by the organisation for at least 24 calendar months from the date of the last relevant entry – refer also to FOCA CL «Management System (MS)», Chapter 10.1 «Record Keeping and Archiving».

Additionally, the organisation retains all data of scheduled split duty and training within WOCL.

Sample of a record form

Organisation Address	OM Reference		Company Logo
Month / Year:	**January 2015**	Brought forward:	
Name / First Name:	**Muster Hans**	Working Time since January 1st	
Licence Type:	**CPL**	Landings since January 1st	
Licence Nr:	**CH.FCL.00000**	Flight (Block) Time since January 1st	

Day	Duty	Start Working Time	Start Flight Duty	End Flight Duty	End Working Time	Block max.7 1 day	Ldgs.	Duty max.12 1 day	Duty max.60 7 days	Duty max.110 14 days	Duty max.190 28 days	Block max.100 28 days	Block max.1000 12 months	Working max.2000 year
01														
02														
03														
04														
05														
06														
07														
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Flight (Block) Time actual month	
Landings actual month	
Flight (Block) Time actual calendar year since January 1st	
Landings calendar year	
Working Time actual month	
Annual Working Time since January 1st	

For students

In general, students undergoing a course of flight training, especially students undergoing an integrated training, may also be subject to the flight time limitations and rest requirements as defined for instructors. With the following additions:

- *Students should use their rest periods properly prior to a flight and appear well rested and fit for duty;*
- *Students shall not start a training flight if they know that they are suffering from, or are likely to suffer from fatigue or feel unfit to the extent that the flight may be endangered and/or the training target is in question;*
- *Students are not required to maintain any record of duty, flight duty and rest periods;*
- *Without prejudice of an approved syllabus, students should not fly more than 3 flight training sessions/units in any flight duty period; and*
- *Student pilots should not exceed 6 hours of flight time in any flight duty period.*

3.1.18 Pilots' log books

RB 3.1.18 ISS1 / REV6 / 14.09.2021

M/CC
EVALUATION METHOD

OM/TM CL TOPIC 3-OMA18-100 Ch.-OM Ch.-Seq.-No.	ORA.ATO.130/230 FCL.050 FCL.710 SFCL.050 BFCL.050 SR 748.222.1 Art. 34-38 Richtlinie 318.02.100 D FOCA AltMoC Digital Logbook dLog FOCA GM INFO Examination Guide (A)/(H)/(S) FOCA GM INFO «Logging of Flight Time» LEGAL REFERENCE
	OM Part A, Chapter x.18.x «Pilots' log books» OM Part A, Chapter 2.1.x «Supervision of the Operation by the Operator» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the form and manner of recording the flight time specified?
- ☐ Are there provisions for instructors to train and guide students on the use of the pilot log book?
- ☐ Is there a requirement, that the instructor regularly checks the accuracy and completeness of the student's entries?
- ☐ Is there a requirement that on completion of a course of training the instructors sign off or digitally sign the respective training?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- Every pilot must keep a pilot log book and be able to present it upon request without undue delay. The pilot log book serves as proof for the flight hours required for the extension of the pilot licence or as confirmation to obtain authorisations and licences necessary for flying experience.
- Acceptable log book formats are:
  - paper; or
  - electronical/computerised when printed; or
  - fully digital, as acceptable to FOCA.
- The form/structure and manner/details of a pilot's log book are to be in compliance with AMC1 FCL.050 «Recording of flight time». For sailplanes and balloons a suitable format should be used which contains the relevant additional information specific to the type of operation as specified in SFCL.050 or BFCL.050 respectively.
- Pilots who regularly fly aeroplanes and helicopters or other aircraft types are recommended to maintain separate log books for each type of flying.
- For instructions concerning the use and details to record flight time, refer to:
  - the introductory pages of the Pilot Log Book Art. No. 803.001; or
  - AMC1 FCL.050 / SFCL.050 / BFCL.050; or
  - FOCA GM INFO «Logging of Flight Time».
- Instructors of approved training organisations shall instruct and guide their assigned student on:
  - the format and content of the pilot log book and how relevant data and information are to be entered;
  - the significance of the log book and its content as evidence;
  - the importance of the use of ink or indelible pencil with proper and clear handwriting in case of paper format;
  - the relevance to undertake entries as soon as practicable after any flight undertaken;
  - carrying the pilot log book during all flights or at least during all solo cross country flights;

- the requirement to present the pilot log book for inspection upon request by an authorised representative of FOCA or another national aviation authority (competent authority);
- the violation against these provisions, notably the entry of false information in the pilot log book and the prosecution according to article 91 and 92 of the Swiss Air Navigation Decree (Luftfahrtgesetz) or article 251-255 of the criminal code (Strafgesetzbuch) for falsification of documents.

- The instructor shall regularly check the accuracy and completeness of the student's entries.
- On completion of a course of training the instructor is to sign off or digitally sign the respective training.

Paper format

- Acceptable paper formats are:
  - the official means provided by FOCA (Pilot Log Book Art. No. 803.001 ENG) in paper format and as published by BBL (Bundesamt für Bauten und Logistik, 3000 Bern) Bundespublikationen für Privatkunden; or
  - other commercialy provided paper means in compliance with AMC1 FCL.050 / SFCL.050 / BFCL.050;
  - electronical/computerised logging, printed and signed on paper in compliance with AMC1 FCL.050 / SFCL.050 / BFCL.050.

Digital format

- A digital log book (dLog) may be used to log flight time and submit the records to the competent authority electronically.
- Acceptable digital log books must:
  - be in compliance with AMC1 FCL.050 «Recording of flight time» with regard to form/structure and manner/details;
  - include a change log, which:
    - records every subsequent change;
    - cannot be edited by the flight log owner; and
    - is automatically attached to the flight log file when it is sent to the authority.
  - be electronically/digitally signable, as required;
  - ensure that an electronic/digital signature is automatically deleted/withdrawn if a previously confirmed/certified (HT of ATO/DTO, Instructor, Examiner, etc.) log book endorsement has been changed.
- Accepted digital log books for Swiss licence holders are published on the FOCA website https://www.bazl.admin.ch/bazl/de/home/fachleute/ausbildung-und-lizenzen/Piloten/digitalisation.html [on-line] Available (27.11.2020).
- Applications for acceptance of digital log book tools other than listed on the FOCA website are to be submitted to pel-inspector@bazl.admin.ch.

Air operations

- Details of flights flown under commercial air transport may be recorded in a computerised format maintained by the operator. In this case an operator should make the records of all flights operated by the pilot, including difference and familiarisation trainings, available upon request to the flight crew member concerned.

Example for paper format

The organisation uses and provides/sells to students the official means provided by FOCA which is the Pilot Log Book Art. No. 803.001 as published by BBL (Bundesamt für Bauten und Logistik, 3000 Bern) Bundespublikationen für Privatkunden.

At the beginning of a training course the instructor explains to the assigned student:

- *the format and content of the pilot log book and how relevant data and information are to be entered;*
- *the significance of the log book and its content as evidence;*
- *the importance of the use of ink or indelible pencil, as a minimum a Mont Blanc Mozart line, with proper and clear handwriting;*
- *the relevance to undertake entries as soon as practicable after any flight undertaken;*
- *carrying the pilot log book during all flights or at least during all solo cross country flights;*
- *the requirement to present the pilot log book for inspection upon request by an authorised representative of FOCA or another national aviation authority (competent authority);*
- *the violation against these provisions, notably the entry of false information in the pilot log book and the prosecution according to article 91 and 92 of the Swiss Air Navigation Decree (Luftfahrtgesetz) or article 251-255 of the criminal code (Strafgesetzbuch) for falsification of documents.*

The instructor regularly checks the accuracy and completeness of the student's entries.

On completion of a course of training the instructor signs off the respective training:

Nature of Flight	***Endorsement Text / stamp***
Variants of a class rating – difference training (D)	• *Difference training to ...(aircraft type and variant) successfully completed* • *Location and date* • *Instructor data* • *Signature*
	• *Difference training to Pipistrel Virus SW 128, Velis Electro successfully completed in accordance with exemption EASA ref. number: 711/20/1062* • *Location and date* • *Instructor data* • *Signature*
Variants of a class rating – familiarisation training	• *Familiarisation training to ...(aircraft type and variant) successfully completed* • *Location and date* • *Instructor data, if applicable* • *Signature*
...	• *...*
Training flight for class rating touring motor glider or single engine piston	• *FOCA GM INFO Examination Guide (A)/(H)/(S)* *Refer to the sample for the candidate log book entries*
Completion of a course of training for licence issue or rating	
...	• *...*
Completion of training for additional launching methods	• *Whinch launch training successfully completed* • *Location and date* • *Head of Training or Instructor data* • *Signature*

3.1.19 Flight planning (general)

RB 3.1.19 ISS1 / REV7 / 28.06.2022

M/CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230 NCO.OP.135 LEGAL REFERENCE
3-OMA19-105 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.19.x «Flight planning (general)» OM Part A, Chapter 8.1 «Flight preparation instructions» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a requirement on how an appropriate flight planning has to be compiled?

☐ Is there a statement that no flight shall be commenced without a proper flight planning?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- A flight shall not be commenced until all pertinent flight data for a suitable flight planning has been compiled. Before commencing a flight, both, the instructor/examiner and the student/applicant, shall be familiar with the data relevant for the intended flight.
- The organisation is to establish guidance to perform a complete flight planning.

Example

No flight shall commence without a complete and appropriate planning for the intended flight.

Both, the instructor/examiner and the student/applicant, are familiar with the planning and the actual data as relevant for the intended flight.

As part of the briefing, the instructor shall evaluate the student's flight planning prior to commencing a flight.

A complete and appropriate flight planning shall include at least:

Organisation	☐ *Check the availability of the aircraft* ☐ *Sunrise / Sunset – OPR hours* ☐ *Current charts and maps / AIP / VFR Manual / Other commercially produced route and aerodrome / operating site information* ☐ *...*
Navigation	☐ *VFR / IFR navigation flight plan* ☐ *Flight announcement* ☐ *ATC flight plan* ☐ *NOTAMs* ☐ *DABS* ☐ *...*
Weather	☐ *METAR* ☐ *TAF* ☐ *GAFOR* ☐ *Significant Weather Chart* ☐ *Wind Chart* ☐ *GAMET* ☐ *SIGMET* ☐ *SNOWTAM* ☐ *Weather Radar* ☐ *Webcam* ☐ *...*

Volcanic ash	☐ *the degree of known or forecast volcanic ash contamination* ☐ *hazards associated with the volcanic ash contaminated area (odour, haze or cloud)* ☐ *any additional aircraft operating and / or maintenance considerations as provided by the manufacturer, if applicable* ☐ *operational requirements for re-routing / diversion, including fuel / energy considerations* ☐ *recognition and avoidance of volcanic ash and procedures after encounter* ☐ *…*
Airport	☐ *PPR – Aerodrome / operating site condition of availability* ☐ *Ground services incl. Fuel / Energy* ☐ *...*
Performance	☐ *Elevation / Density* ☐ *Mass and Balance* ***Runway*** ☐ *available length* ☐ *surface* ☐ *strength* ☐ *condition* ***Take off*** ☐ *Ground roll* ☐ *T/O distance* ☐ *Climb performance* ***Landing*** ☐ *LDG distance* ☐ *Ground roll* ***Missed approach*** ☐ *Climb performance* ***Fuel / Energy*** ☐ *Trip* ☐ *Reserve* ☐ *Alternate* ☐ *Additional* ☐ *...*

3.1.20 Safety (general) – equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc. M/CA RB 3.1.20 ISS1 / REV7 / 28.06.2022 EVALUATION METHOD	
OM/TM CL TOPIC 3-OMA20-110 Ch.-OM Ch.-Seq.-No.	ORA.GEN.200 ORA.GEN.160 ORA.ATO.130/230 SERA Part B NCO.OP LEGAL REFERENCE OM Part A, Chapter x.20x «Safety general» OM Part A, Chapter 8.x «Operating Procedures» OM Part B, Chapter 10.x «Survival and emergency equipment including oxygen» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there a statement that safety is everyone's responsibility and any reference available to the Safety Management of the organisation?
- ☐ Is there a general policy to use the equipment in accordance with manufacturer provided manuals (AFM, POH, etc.)?
- ☐ Is there a policy and requirement about the use of radio communication and listening watch?
- ☐ Is there a provision that emergency equipment is to be checked for availability and serviceability?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- As a minimum, safety relevant policies and provisions shall be included for the following:
  - use of equipment including emergency equipment;
  - radio communication and listening watch;
  - handling, reporting of occurrences and hazards.
- The organisation shall explain the importance of safety in general in accordance with the provisions of the Management System (OMM), refer also to FOCA CL Management System MS, CL 5 «Safety Management»).

Example

It is everyone's responsibility to provide a safe and secure operation. Adherence to the safety policy, established operating policies, procedures and instructions as published in the organisation's documentation, including the use of the reporting schemes and an in-depth knowledge of comprehensive emergency response procedures, are essential aspects for a safe and secure operation.

The Safety Management of the organisation has the purpose to maintain and, where practicable, improve safety levels in all its activities and to minimise its contribution to the risk of an aircraft accident as far as is reasonably practical.

Besides the responsibility of the training organisation's management, instructors are an important driving force to demonstrate their commitment to safety, to promote safety in an everyday activity during training and to operate any aircraft by example.

Equipment

All instructors/pilot in command shall operate the aircraft according to the respective flight manual (AFM) / pilots operating handbook (POH) and where applicable, for specific equipment, manufacturer provided operating instructions. The equipment should always be used to the fullest and optimum capacity and has to be handled with care.

The instructor/pilot in command shall ensure that instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or list of deficiencies (refer also to OM, Part B,

Chapter 3.3.4, «Allowable deficiencies»); and are used with maximum care as described in the relevant checklist/procedure.

Emergency Equipment

In accordance with the pre-flight procedure for the concerned aircraft the emergency equipment is to be checked for availability and serviceability.

The standard emergency equipment of the organisation's training aircraft consist of:

Equipment	***Check if available***
Fire Extinguisher	*Check that located in the designated place;* *Check easy accessibility;* *Check pressure gauge reading or indicator in the operable range or position;* *Check expiry date/last inspection.*
Emergency escape equipment *(e.g. emergency safety hammer)*	*Check that correctly fitted and secured;* *Check easy accessibility.*
First Aid Kit	*Check that correctly fitted and secured;* *Check the seal*
Torches	*Check that correctly fitted and secured;* *Check functionality.*
Supplemental Oxygen	*Check that correctly fitted and secured;* *Check functionality;* *Check amount of oxygen.*
...	*...*

Emergency Locator Transmitter (ELT) and Personal Locator Beacon (PLB) accidental activation

After each flight select 121.5 MHz on the respective radio equipment to verify that no accidental activation has occurred.

- *If an accidental ELT activation occurs, reset ELT or switch the ELT off, then switch back to position ARM, unless otherwise instructed by the manufacturer operating manual;*
- *In case of a PLB, switch off the transmitter according to the user manual.*

Notify the accidential activation to Rescue Coordination Centre (RCC):

Swiss Air Force *RCC / OP Zen LW* *Flugplatz Dübendorf / OZD* *CH-8600 Dübendorf* *Switzerland* *Tel H24: +41 58 484 10 00* *e-mail: rcc.lw@vtg.admin.ch*	*Refer also to VFR Manual Switzerland GEN1, Chapter 2*

Radio Communication and listening watch

Pilots are required to hold a radio telephony operator's licence as evidence that they are able to master the standard ICAO phraseology for communication with air traffic control. In addition they also have to demonstrate that they possess the necessary proficiency in the languages used in flight radio communication.

No radio telephony operator's licence is required for communication:

- *between aircraft and AFIS;*
- *between student pilots and the control tower of the aerodrome at which instruction is taking place, as long as supervision by the assigned flight instructor is assured;*
- *with the air traffic services units used when carrying out navigation/cross country flight during final instruction.*

Student pilots without a radio telephony certificate shall be guided and trained by the instructor according to the phase of the course of training.

Policy on the disposition of communication equipment

The following general setting may be applied on aircraft equipped with two independent radio communication transceivers:

COMM 1		***COMM 2***	
Frequency in Use	*Frequency STBY*	*Frequency in Use*	*Frequency STBY*
Active Air – Ground Frequency	*Previous/Next Air –Ground Frequency*	*121.5*	*ATIS*

Aircraft equipped with one radio communication transceiver

The following general setting may be applied on aircraft equipped with one single radio communication transceiver:

COMM 1	
Frequency in Use	*Frequency STBY*
Active Air – Ground Frequency	*Previous/Next Air –Ground Frequency*

Listening Watch

Where an aircraft is equipped with radio communication equipment, the pilot in command/instructor/student shall ensure that a listening watch is maintained.

VFR flights operating in uncontrolled airspace shall maintain continuous air-ground voice communication watch on the appropriate communication frequency.

IFR and VFR flights operating in controlled airspaces shall establish continuous two-way communication with the appropriate air traffic control unit on the respective communication channel/frequency

Pilots position reports and broadcast

A pilot is to take a position report whenever it is reasonably necessary to do so to avoid a collision, or the risk of a collision, with another aircraft. A position report includes:

- *aircraft call sign*
- *type of aircraft ;*
- *position of the aircraft; and*
- *the pilot's intentions.*

In addition to the position reports, pilots should listen to other broadcasts to increase situational awareness.

Recommended broadcasts in the vicinity of non-controlled aerodromes

In the vicinity of a non-controlled aerodrome, pilots must make a broadcast whenever it is reasonably necessary to avoid a collision, or the risk of a collision, with another aircraft:

Phase of Flight	***Radio Broadcast***	***Example***	
Aircraft first moving for a flight	*Immediately before, or during, taxiing*	*HB-ABC taxiing to holding point runway 10*	
At the holding area of the active runway	*prior to lining up on the active runway*	*HB-ABC ready for departure runway 10*	
In take-off position	*when starting the take-off roll*	*HB-ABC taking off runway 10*	
Inbound of a non-controlled aerodrome	*5 minutes, or further, from the aerodrome with an estimated time of arrival for the aerodrome*	*HB-ABC position sample-village 5000ft for landing in model aerodrome*	*Refer also to VFR Manual Switzerland, RAC4 Chapter 9*
Overhead and ready to join the circuit	*Immediate before joining the circuit*	*HB-ABC overhead, will join downwind runway 20* *HB-ABC base runway 20* *HB-ABC final runway 20*	
flight through the vicinity of, but not land at, a non-controlled aerodrome	*When the aircraft enters the vicinity of the aerodrome*	*HB-ABC overhead 4500ft, crossing direction sample village*	

3.1.20.1 Handling and reporting of occurrences

RB 3.1.20.1 ISS1 / REV6 / 14.09.2021

M/CC / M/IN
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 ORA.GEN.200 ORA.GEN.160 AMC-20-8 NCO.GEN.105 ICAO SMM, Doc. 9859 (EU) 376/2014 / (EU) 2015/1018 LEGAL REFERENCE
3-OMA20-115 CL Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.20.x «Occurrence Reporting» OM Part A Chapter 11 «Handling, notifying and reporting accidents, incidents and occurrences» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a reporting system for both mandatory reporting and voluntary reporting?

☐ Is there a procedure to report serious incidents and accidents?

☐ Do the procedures ensure that any accidents, serious incidents and occurrences are reported by the organisation to the competent authority through EU Aviation Safety Reporting?

☐ Is the address to the website of Aviation Safety Reporting provided?

☐ Do the procedures include defined time frames for each reporting step and stipulate that reports shall be made available to the competent authority as soon as possible, but in any case within 72 hours of identifying the occurrence to which the report relates to?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- For the complete guidance of the overall occurrence reporting system, including internal and external functions, refer to (EU) No 376/2014 and (EU) 2015/1018.
- For the electronic aviation safety reporting system and related guidance refer to *Aviation Safety Reporting* https://www.aviationreporting.eu [on-line] Available (28.10.2016).
- The organisation shall define two reporting systems:
  - Mandatory reporting and;
  - Voluntary reporting.
- The introductory text is to include that all persons involved in civil aviation are to report any occurrence endangering or potentially endangering safety of operation.
- A guidance for or a reference to reportable occurrences may be included.
- Reporting procedures have to include the notification to internal and external parties involved and/or interested including the relevant dispatch time and contacts:
  - For internal reporting the reporting form (e.g. reporting/analysis form) defined by the organisation has to be used;
  - The reporting portal/website for the Aviation Safety Reporting shall be made available;
  - For serious incident and accident the initial notification to REGA is required;
  - Dispatch times shall require that reports shall be made available to the competent authority as soon as possible by using the Aviation Safety Reporting, but in any case within 72 hours of identifying the occurrence to which the report relates to.
- Ideally, a reporting procedure includes the following elements:
  - responsibility;
  - party to be notified/reported;
  - dispatch time/time frames;
  - address;
  - means to be used.

- Occurrence reports shall be processed as defined in the Reporting and Feedback System. Refer to FOCA Certification Leaflet Chapter CL 6 «Reporting Scheme»;

Occurrence Reporting

The main target of the occurrence reporting system is to avoid any re-occurrence and to learn from reported events.

All persons involved in the organisation or in civil aviation are to report any occurrence endangering or potentially endangering aviation safety. The following two reporting systems are in place within the organisation:

- *Mandatory reporting; and*
- *Voluntary reporting.*

Definitions

Incident	*«Incident» means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.*
Serious incident	*«Serious incident» means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down.*
Accident	*«Accident» means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:* • *a person is fatally or seriously injured as a result of:* – *being in the aircraft, or,* – *direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or,* – *direct exposure to jet blast,* *except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or* • *the aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike; or* • *the aircraft is missing or is completely inaccessible.*
Hazard	*Condition or object with the potential of causing injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.*
ATIR	*Air Traffic Incident Reports result from incidents in connection with ATC services.* • *Refer to AIP Switzerland, ENR 1.14*
Occurrences	*Occurrences are incidents that pose a significant risk to aviation safety*

Mandatory reporting

Accident and Serious Incident	*⇨ Refer to 1.20.10.3 «Reporting of a serious incident or accident»*

Laser attack	*⇨ Refer to 1.20.10.4.1 «Specific report for laser attack»*

Reportable occurrences	*⇨ Refer to 1.20.10.4 «Occurrence reporting»*

Air operations

- *Unintentional loss of control;*
- *Landing outside of intended landing area;*
- *Inability or failure to achieve required aircraft performance expected in normal conditions during take-off, climb or landing;*
- *Runway incursion;*
- *Runway excursion;*
- *Any flight which has been performed with an aircraft which was not airworthy, or for which flight preparation was not completed, which has or could have endangered the aircraft, its occupants or any other person;*
- *Unintended flight into IMC (Instrument Meteorological Conditions) conditions of aircraft not IFR (Instrument flight rules) certified, or a pilot not qualified for IFR, which has or could have endangered the aircraft, its occupants or any other person.*

Technical occurrences

- *Abnormal severe vibration (for example: aileron or elevator 'flutter', or of propeller);*
- *Any flight control not functioning correctly or disconnected;*
- *A failure or substantial deterioration of the aircraft structure;*
- *A loss of any part of the aircraft structure or installation in flight;*
- *A failure of an engine, rotor, propeller, fuel system or other essential system;*
- *Leakage of any fluid which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or risk to occupants;*

Interaction with air navigation services and air traffic management

- *Interaction with air navigation services (for example: incorrect services provided, conflicting communications or deviation from clearance) which has or could have endangered the aircraft, its occupants or any other person;*
- *Airspace infringement.*

Emergencies and other critical situations

- *Any occurrence leading to an emergency call;*
- *Fire, explosion, smoke, toxic gases or toxic fumes in the aircraft;*
- *Incapacitation of the pilot leading to inability to perform any duty.*

External environment and meteorology

- *A collision on the ground or in the air, with another aircraft, terrain or obstacle (or vehicle);*
- *A near collision, on the ground or in the air, with another aircraft, terrain or obstacle (or vehicle) requiring an emergency avoidance manoeuvre to avoid a collision;*
- *Wildlife strike including bird strike which resulted in damage to the aircraft or loss or malfunction of any essential service;*
- *Interference with the aircraft by firearms, fireworks, flying kites, laser illumination, high powered lights lasers, Remotely Piloted Aircraft Systems, model aircraft or by similar means;*
- *A lightning strike resulting in damage to or loss of functions of the aircraft;*
- *Severe turbulence encounter which resulted in injury to aircraft occupants or in the need for a post-flight turbulence damage check of the aircraft;*
- *Icing including carburettor icing which has or could have endangered the aircraft, its occupants or any other person.*

The list above applies to other than complex motor powered aircraft (Part-NCO).

For reportable occurrences related to complex aircraft (Part-NCC), Sailplanes, Balloons and Airships refer to https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1447326836554&uri=CELEX:32015R1018 *[on-line] Available (24.04.2019).*

For further information refer to https://www.aviationreporting.eu *[on-line] Available (21.10.2016)*

Reporting of a serious incident or accident

Responsibility	***Notification to***	***Dispatch time***	***Means/Address***
Pilot in Command or any person directly involved in, or becoming aware of an accident or serious incident	*Air Traffic Control*	*Immediately*	*Current frequency*
	Swiss Air Rescue Service (REGA)		*Phone: 1414* *(from abroad: +41 333 333 333)*
	Head of Training		*Initial notification:* - *by best practicable means* - *Phone:* *Written report:* - *Reporting/Analysis Form* - *E-Mail:*
Swiss Air Rescue Service (REGA)	*Schweizerische Sicherheitsuntersuchungsstelle SUST*	*Immediately*	*Schweizerische Sicherheitsuntersuchungsstelle SUST* *Bereich Aviatik* *Aéropôle 1* *CH-1530 Payerne* *Tel. +41 58 466 33 00* *Fax +41 58 466 33 01* *info-av@sust.admin.ch*
Head of Training	*Activation of the organisation's emergency response*	*Immediately*	*Refer to OMM Chapter 8 «Emergency Response Planning»*
	FOCA	*Within 72 Hours of becoming aware of the occurrence, unless exceptional circumstances prevent this*	*Aviation Safety Reporting* https://www.aviationreporting.eu [on-line] Available (28.10.2016)
			To assigned inspector by the best practicable means; or *sbfl@bazl.admin.ch*
	Safety Manager	*As soon as practicable*	*Phone:* *E-Mail:*
⇨ *Refer to OMM, Chapter 6.2.2 «Follow-up process for handling occurrence reports»*			

Occurrence Reporting

<table>
<tr><th>Responsibility</th><th>Notification to</th><th>Dispatch time</th><th>Means/Address</th></tr>
<tr><td rowspan="3">Pilot in Command/
Instructor</td><td>Local broadcast
or
Air Traffic Control</td><td rowspan="2">Immediately</td><td>Current frequency</td></tr>
<tr><td>If an aerodrome is affected:
- Aerodrome Operator
- Airport Authority</td><td>Ground frequency
C-Office of the aerodrome concerned</td></tr>
<tr><td>Head of Training</td><td>As soon as practicable</td><td>Initial notification:
- by best practicable means
- Phone:
Written report:
- Reporting/Analysis Form
- E-Mail:</td></tr>
<tr><td rowspan="3">Head of Training</td><td rowspan="2">FOCA</td><td rowspan="2">Within 72 Hours of becoming aware of the occurrence, unless exceptional circumstances prevent this</td><td>Aviation Safety Reporting
https://www.aviationreporting.eu [on-line] Available (28.10.2016)</td></tr>
<tr><td>To assigned inspector by the best practicable means; or
sbfl@bazl.admin.ch</td></tr>
<tr><td>Safety Manager</td><td>As soon as practicable</td><td>Reporting/Analysis Form</td></tr>
<tr><td colspan="4">⇨ Refer to OMM, Chapter 6.2.2 «Follow-up process for handling occurrence reports»</td></tr>
</table>

Specific report for laser attack

Responsibility	*Notification to*	*Dispatch time*	*Means/Address*
Pilot in Command/ Instructor	*Local broadcast or Air Traffic Control*	*Immediately*	*Current frequency*
	Cantonal Police *In case of canton Zurich*		*Schweizer Polizei* https://polizei.ch/ [on-line] Available (21.10.2016) *E-Mail: fp.ezf@kapo.zh.ch* *Form: «Eilmeldung Laserattacke»* https://www.bazl.admin.ch/dam/bazl/de/dokumente/Fachleute/Ausbildung_und_Lizenzen/Laserblendungen/laserattacke_kantonspolizeizuerich.pdf.download.pdf/laserattacke_kantonspolizeizuerich.pdf [on-line] Available (20.05.2016)
	Head of Training	*As soon as practicable*	*Initial notification:* - *by best practicable means* - *Phone:* *Written report:* - *Reporting/Analysis Form* *E-Mail:*
Head of Training	*FOCA*	*Within 72 Hours of becoming aware of the occurrence, unless exceptional circumstances prevent this*	*Aviation Safety Reporting* https://www.aviationreporting.eu [on-line] Available (28.10.2016) *To assigned inspector by the best practicable means; or* *sbfl@bazl.admin.ch*
	Safety Manager	*As soon as practicable*	*Phone:* *E-Mail:*
⇨ Refer to OMM, Chapter 6.2.2 «Follow-up process for handling occurrence reports»			

Voluntary reporting

Responsibility	*Notification to*	*Address*
Any employee/freelance of the organisation, instructors and students	*Safety Manager / Head of Training*	*Written report:* - *Reporting/Analysis Form* *E-Mail:*
⇨ Refer to OMM, Chapter 6.2.2 «Follow-up process for handling occurrence reports»		

Reporting/Analysing Form				
AUTHOR/SENDER or SM	☐ *Accident*	☐ *Incident*	☐ *Mandatory*	
	☐ *Voluntary*	☐ *Hazard*	☐ *Suggestion*	
	Description of the event or hazard:			
	Reason why the event happened (root cause):			
	Action taken to manage the event (corrective action) or possible action to mitigate hazard:			
	Suggestions to prevent this event in the future (preventive action):			
	Date:	*Name:*	*Signature:*	
SM	*Classification based on Tolerability Matrix*			
	Acceptable Region	*Tolerable Region*	*Intolerable Region*	
	Date:	*Name:*	*Signature:*	
Head of Training	*Corrective/Preventive Action*			
	Action	*Responsible*	*Due date*	
	Date:	*Name:*	*Signature:*	
CMM	*Verification*			
	Verification Date:	*Follow-up:* ☐ *Inspection* ☐ *Audit*	*Status:* ☐ *closed* ☐ *open*	*Signature:*

3.1.21 Introductory flight in the context of a trial lesson

RB 3.1.21 ISS1 / REV7 / 28.06.2022

CA
EVALUATION METHOD

OM/TM CL TOPIC	NCO.GEN.103 LEGAL REFERENCE
3-OMA21-120 Ch.-OM Ch.-Seq.-No.	OM Part A, Chapter x.21.x «Introductory flights – trial lesson» OM Part A, Chapter 2.3.x «Operational control» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Does the organisation provide guidance on provisions for the conduct of introductory flight/trial lessons?
- ☐ Do the provisions include, that such flights:
  - ☐ are to be conducted with an instructor?
  - ☐ start and end at the same aerodrome or operating site?
  - ☐ are operated under VFR by day only?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- In the context of an approved training organisation, an introductory flight may also be conducted as a trial lesson conducted by the organisation providing typically training for LAPL and/or PPL with the aim to acquire new trainees. Such a trial lesson, in which a qualified instructor gives a demonstration of the controls and some exercises with the participant handling the aircraft are conducted, should represent a typical flight training session.
- The organisation shall provide guidance on provisions on the safe conduct of trial lessons. Such flights:
  - are to be conducted by a flight instructor (FI) and in accordance with the operating procedures as specified in the organisation's documentation;
  - start and end at the same aerodrome or operating site (except for balloons and sailplanes);
  - are operated under VFR by day only;
  - are overseen by the Head of Training (HT).
- Flight time may count towards the grant of the proposed category of licence.
- For introductory flights with the aim of promoting aerial sport or leisure with the sole purpose of gathering persons who share the same interest in general aviation, to fly for pleasure (sightseeing, aerobatics, or sailplane towing etc) or to conduct parachute jumping refer to FOCA GM/INFO «Non-commercial operations with other-than-complex motor-powered aircraft – Marginal Activity»

Example

An introductory flight is a trial lesson for potential students. For this lesson the following provisions apply:

Step	***Remark***	***Responsible***	***Reference***
Organisation	*Appointment schedule:* • *reservation of an aircraft;* • *designate the instructor;* • *prepare promotional products;* • *inform Head of Training (HT).*	*Administration*	• *OM Part A, Chapter x.6.x «Preparation of flying programme»*
Trial lesson	*Conditions:* • *start and end at the same aerodrome or operating site;* • *VFR by day;* • *meteorological conditions;* *Content:* • *introduce facility; aircraft fleet, airport/aerodrome or operating site environment;* • *outline pilot training concepts and requirements;*	*Instructor*	• *OM Part C, Chapter x.6.x «Training routes or areas»* • *OM Part C, Chapter x.5.x «Weather minima (students – at various stages of training»*
	• *conduct the trial lesson on the basis of the first phase of LAPL/PPL syllabus containing exercises:* – *effects of controls;* – *straight level flights;* – *climbing and descending;* – *turning;* – *…* • *Debriefing/closing* – *listen attentively to the participants impressions;* – *name the major strengths;* – *motivate the participants interests;* – *…* • *provide the HT with a feedback*		• *LAPL/PPL syllabus lesson plans* • *TM Part 2, Chapter x.6.x «Instructional methods»*
Flight time may count towards the grant of the proposed category of licence if the trial lesson is conducted with a flight instructor (FI).			

3.2 OM Part B «Technical»

Ch. 3.2 ISS1 / REV0 / 04.01.2016

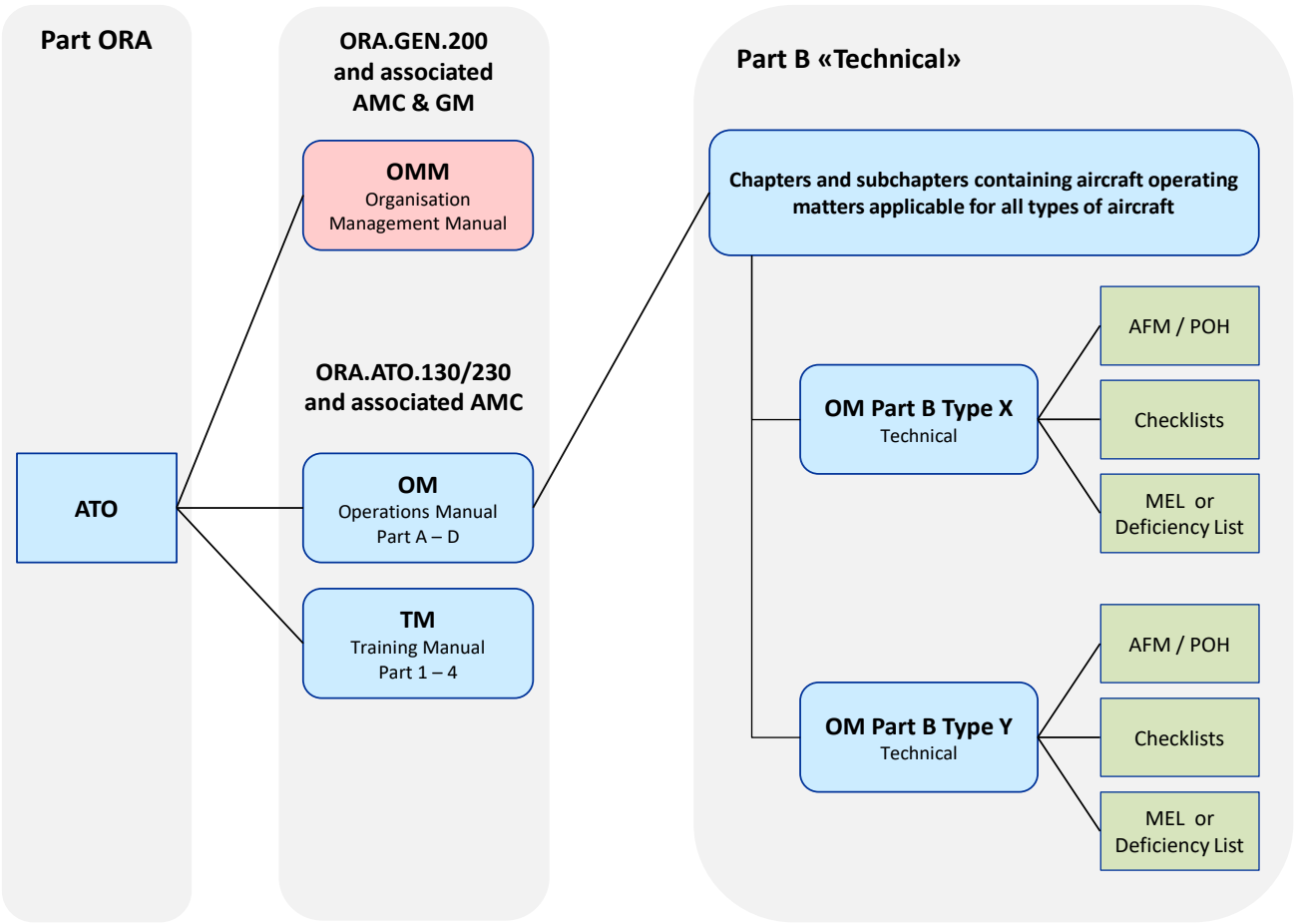
The Operations Manual (OM) Part B is one of the main instruments by which an Approved Training Organisation (ATO) defines, standardises and secures a safe aircraft type specific operation and forms the main basis for students' aircraft theoretical and practical training.

When compiling an Operations Manual Part B an organisation may take advantage of the content of other relevant documents. Required content may be supplemented or substituted by applicable parts of the aircraft flight manual or, where such documents exist, by an aircraft operating manual such as pilot operating handbook or any other relevant documents issued by the manufacturer of the aircraft.

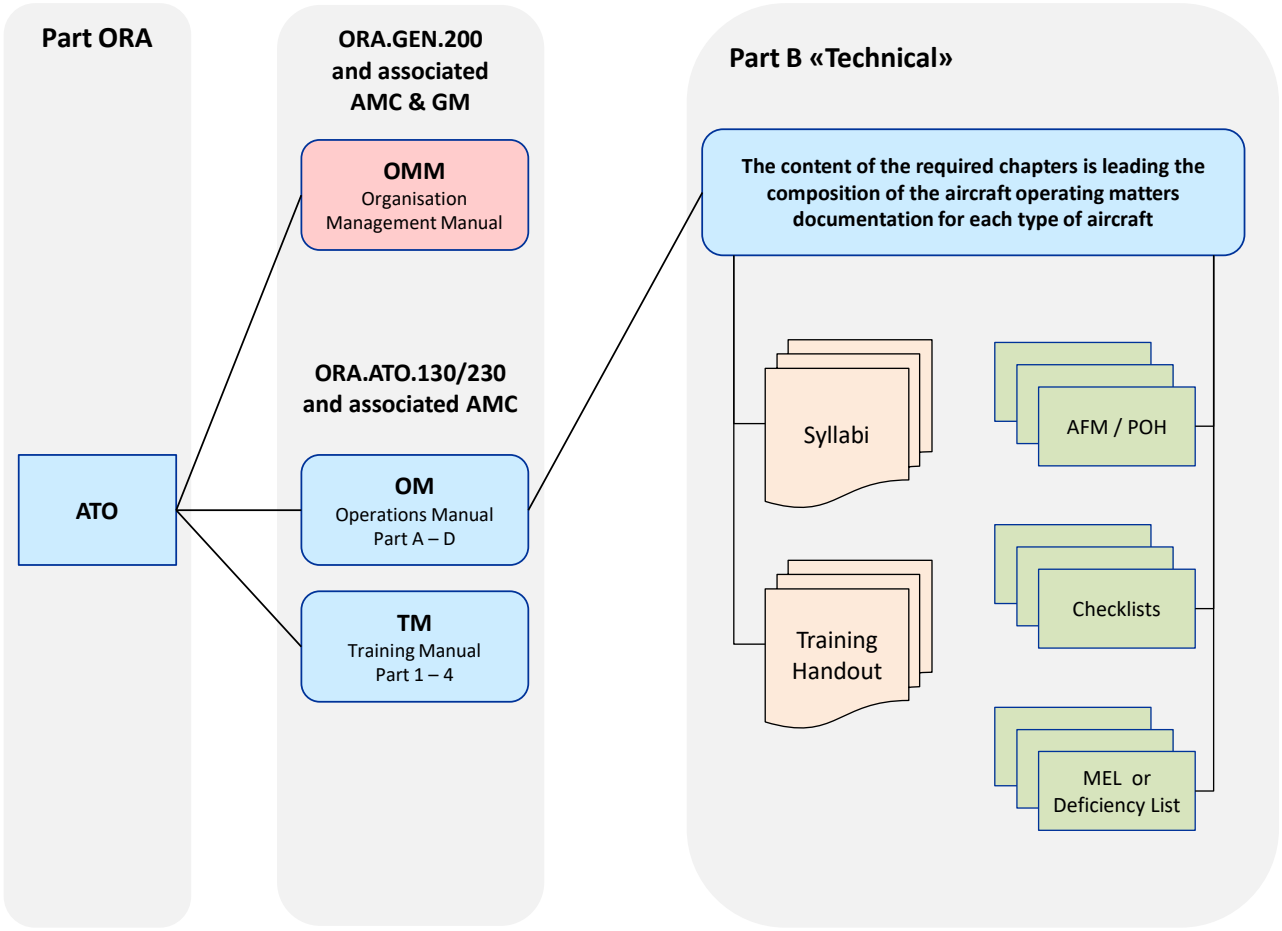
If the organisation chooses to use material from different sources to compile the content of the Operations Manual Part B, the organisation shall reference the applicable material or include it directly in the relevant chapters of the Operations Manual Part B.

As the Operations Manual Part B is aircraft type specific, it requires the organisation to compile aircraft type specific operating procedures for each single aircraft type.

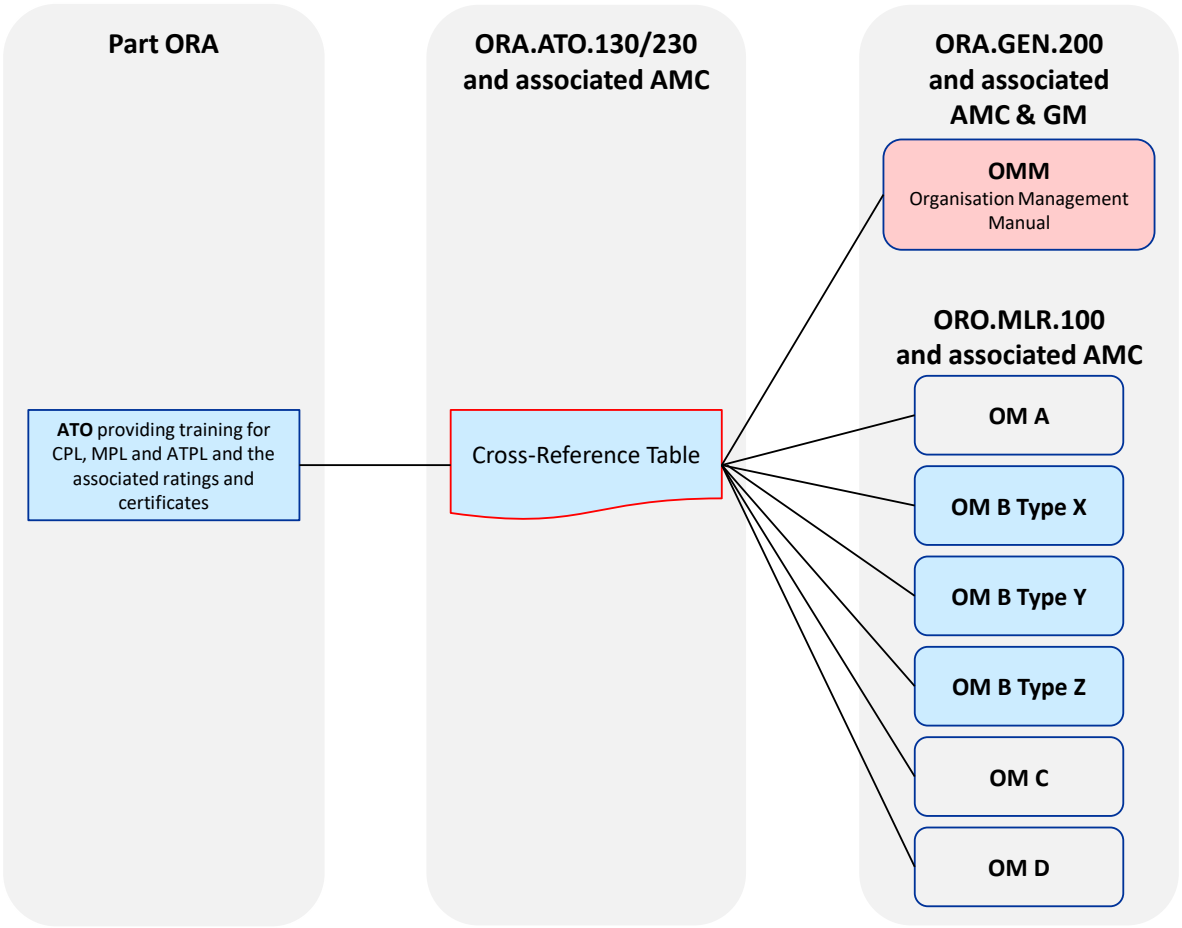
One of the solutions is to include aircraft operating matters applicable for all types of aircraft in the prescribed chapters of the AMC1 ORA.ATO.230 as a general part. In addition, separate aircraft type specific Operations Manual Part B containing aircraft type specific information may be established.



If the organisation chooses to use material from different sources to compile the Operations Manual Part B, the organisation shall reference the applicable material within the required chapters as prescribed in AMC1 ORA.ATO.230.



Approved Training Organisations providing training for CPL, MPL and ATPL may also use the structure as defined by Air Operations Regulation ORO.MLR.100. In this case, the organisation shall establish Operations Manual Part B for each type of aircraft in compliance with AMC3 ORO.MLR.100 «Operations manual – general» Sub-Chapter B «Aircraft Operating Matters – Type Related».



3.2.1 Aircraft descriptive notes – Aircraft/FSTD used for training

Ch 3.2.1 ISS1 / REV6 / 14.09.2021 / APP

3.2.1.1 Aircraft descriptive notes

RB 3.2.1.1 ISS1 / REV6 / 14.09.2021

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.130/230 ORA.ATO.135 NCO.GEN.105 CS-23 FOCA administrative requirements SR 748.215.3 LEGAL REFERENCE
3-OMB1-125 Ch.-OM Ch.-Seq.-No.	OM Part B, Chapter x.1.x «Aircraft descriptive notes» OM Part B, Chapter 0 «General information and units of measurement» OM Part B, Chapter 1 «Limitations» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are all the documents compiling the Operations Manual Part B comprehensively defined or referenced and easy to find?

☐ Is there a statement that the aircraft is to be operated in accordance with the provisions of the aircraft flight manual and associated checklists?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Aircraft type specific operating procedures and technical details of aircraft used for training can be found in the manual provided by manufacturer. The organisation shall document (by means of insertion of references to the applicable material) the sources and the basis which cover the operational and technical details of the aircraft used. The used materials from the different sources compile the Operations Manual Part B.

Example

Aircraft descriptive notes, operational and technical details

Aircraft type specific operating procedures and technical details of aircraft used for training can be found in the manual provided by the manufacturer as listed above. Together with other documents, such as working checklists, abnormal/emergency checklists and other documents used for the operation of the aircraft, they constitute the Operations Manual Part B.

Aircraft are to be operated in accordance with the relevant aircraft flight manuals and other manuals provided by the manufacturer, such as the POH including associated checklists and aircraft type specific operating procedures provided by the training organisation.

Where any conflict is found between the documentation provided by the training organisation and those provided by the manufacturer, the content of the Aircraft Flight Manual (AFM) prevails. Any conflict found must be reported immediately to the Head of Training (HT) according to OM A, Chapter x.20.x «Handling and reporting of occurrences».

It is the responsibility of the organisation, that instructors are supplied with the latest version of the aircraft type specific information (Operations Manual Part B) or parts thereof as relevant to their field of activity.

The latest version of the relevant aircraft type specific information (Operations Manual Part B) is made available to students during their course of studies.

Different units of measurements are used for various aircraft types. For conversion tables refer to VFR Manual Switzerland AGA4 Chapter 1.

3.2.1.2 Aircraft used for training

RB 3.2.1.2 ISS1 / REV8 / 30.05.2023 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.130/230 ORA.ATO.135 CS-23/25 SR 748.215.3 FOCA administrative requirements LEGAL REFERENCE
3-OMB1-126 Ch.-OM Ch.-Seq.-No.	OM Part B, Chapter x.1.x attachment «List of aircraft used for training» OM Part D, Chapter 1 «Organisation, training and checking personel» or attachment MANUAL REFERENCE

APP: The use of an Annex I aircraft in training courses to obtain Part-FCL licences and ratings requires an authorisation.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

Aircraft used for training

- ☐ Does the organisation use an adequate fleet of training aircraft appropriately equipped for the training courses provided?
- ☐ Are there contract/user agreement for the use of an aircraft of an owner/lessee other than the ATO?
- ☐ Does the aeroplane comply with noise limitations as specified in VEL 748.215.3 Art. 4, for training towards the pilot licences PPL(A), LAPL(A) and sailplane towing?
- ☐ In case of Annex I aircraft, is the evaluation process to ensure that the aircraft is adequately equipped and suitable for the concerned training courses, successfully completed?

List of aircraft used for training

- ☐ Is there a list of aircraft used for training?
  - ☐ Is the list part of this chapter? or
  - ☐ Is the list generated as an appendix/annex to the operations manual?
    - ☐ Is there a comprehensive reference to the applicable aircraft list?
- ☐ Does the list of aircraft maintain all relevant data/information?

Third country registred Aircraft

- ☐ For an ATO using an aircraft registred in a third country:
  - ☐ Does the third country registred aircraft comply with the general requirements for aircraft used for training and is there for each aircraft:
    - ☐ a contract/user agreement between the ATO and the owner/lessee?
    - ☐ a custom clearance based on the agreement (temporary/permanent) between the owner/lessee and the Swiss Federal Customs Administration, if the training takes place in Switzerland?
    - ☐ an insurance certificate, confirming that the aircraft is insured for the concerned training?
    - ☐ A copy of Airworthiness Review Certificate (ARC), noise certificate and certificate of register submitted to FOCA?
    - ☐ a proof of agreement, that:
      - ☐ the aircraft is maintained in an airworthy condition by the owner in compliance with applicable continuing airworthiness regulation and the manufacturer?
      - ☐ every flight is recorded in the aircraft technical log system and that any defect or technical malfunction is reported and entered in the technical log system?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

The organisation shall use an adequate fleet of training aircraft and/or FSTDs appropriate to the course and scope of training provided.

Aircraft used for Training

- Training aircraft should be:
  - equipped as required in the training specifications concerning the course in which it is used;
  - outfitted with primary flight controls which are instantly accessible by both, the student and the instructor, for example with dual flight controls or with a centre control stick. Swing-over flight controls shall not be used;
  - suitable for the syllabi in which it is used and not be limited by the operating limitations contained in the aircraft flight manual (AFM);
  - suitable equipped to simulate instrument meteorological conditions (IMC) and for the instrument flight training required;
  - in the case of aeroplanes and sailplanes, suitable for demonstrating stalling and spin avoidance;
  - for the flight instructor (FI) training courses on aeroplanes and sailplanes, aircraft suitable for spin recovery at the developed stage;
  - in the case of helicopters, suitable for autorotation demonstration;
  - complying with noise limitations as specified in VEL 748.215.3 Art. 4, for training towards the pilot licences PPL(A), LAPL(A) and sailplane towing.
- For the achievement of a licence category (LAPL, PPL, CPL, ATPL, MPL) homebuilt Annex I aircraft must not be used for training;
- One aircraft fulfilling all the required characteristics for a training aircraft might be sufficient in the case of a non-complex ATO.

Contract/ user agreement

- The use of an aircraft of an owner/lessee other than the ATO, requires a contract/user agreement. The contract/user agreement shall include:
  - a statement that:
    - the ATO is allowed to use the aircraft for training;
    - the aircraft is maintained in an airworthy condition by the owner in compliance with applicable continuing airworthiness regulation and the manufacturer;
    - every flight is recorded in the aircraft technical log system and that any defect or technical malfunction is reported and entered in the technical log system.
  - scope of training and/or limitations;
  - contract period and/or time constraints;
  - restrictions in terms of student(s)/instructor(s), if applicable;
  - geographical details/information (country -ies where training(s) takes place), if applicable.

List of aircraft used for training

- As a part of the training course approval, the Approved Training Organisation shall provide comprehensive data of aircraft used for training. This shall be provided by a list of aircraft used for training;
- The list of aircraft used for training may be part of the Operations Manual Part B, Chapter x.1.x «Aircraft descriptive notes», or generated as an appendix. The list shall be limited to aircraft used for training and provide for each aircraft at least the following information:
  - aircraft type and variant;

- registration;
- Operations Manual Part B reference by means of indication to the manuals provided by the manufacturer (AFM, POH, etc.), checklists and minimum equipment lists and other relevant documents for flight;
- scope of utilisation;
  - IFR;
  - VFR Day / VFR Night / VFR Radio navigation, capability for radio navigation training;
- a reference to the contract/user agreement between the organisation and the main owner;
- reference to the continuing airworthiness arrangements, including:
  - statement of obligation;
  - name of the main operator (not owner);
  - reference to the continuing airworthiness organisation, if applicable.

Third country registred aircraft

A third country aircraft may be used in an approved training course by the ATO provided:

- That there is a contract/user agreement between the ATO and the owner/lessee;
- That there is a custom clearance based on the agreement (temporary/permanent) between the owner/lessee and the Swiss Federal Customs Administration, if the training takes place in Switzerland;
- Prior use of a third country registred aircraft, the list of aircraft shall be amended accordingly and be submitted to FOCA including a copy of the:
  - contract/user agreement with the owner/lessee:
  - Airworthiness Review Certificate (ARC);
  - noise certificate;
  - certificate of register;
  - insurance certificate, confirming that the aircraft is insured for the concerned training;
  - proof of agreement, if not part of the contract/user agreement, that:
    - the aircraft is maintained in an airworthy condition by the owner in compliance with applicable continuing airworthiness regulation and the manufacturer;
    - every flight is recorded in the aircraft technical log system and that any defect or technical malfunction is reported and entered in the technical log system.
  - custom clearance from the Swiss Federal Customs Administration, if training takes place in Switzerland.

Annex I aircraft

- After specific evaluation process, the following categories of Annex I aircrafts may be used for training:
  - historic;
  - experimental, research or scientific purpose;
  - homebuilt (must not be used for training for a licence category LAPL / PPL / CPL / ATPL / MPL);
  - military.
- The evaluation process is to evaluate the suitability of the concerned Annex I aircraft for the intended training course. The evaluation process differentiates for aircraft with or without an ICAO-level Certificate of Airworthiness (CoA). For both, the organisation is responsible for the conduct of the aircraft assessment and is to support FOCA in its evaluation with the result.
- Evaluation process for Annex I aircraft **with** and **without** ICAO-level CoA:

- The HT shall nominate a Part-FCL qualified instructor;
- The instructor shall perform an assessment of the aircraft to determine wheras the aircraft is appropriately equipped and suitable for the intended training courses;
- The result of the assessment shall be documented in an evaluation report and submitted to FOCA and may be already included in the application.

- Additionally for Annex I aircraft **without** ICAO-level CoA:
  - Upon receiving data concerning the Annex I aircraft FOCA will perform an assessment considering initially:
    - national airworthiness requirements and related permit to fly;
    - similarities to a certified aircraft variant;
    - already satisfactory in-service experience as training aircraft;
    - simple and conventional aircraft design;
    - that the aircraft does not have hazardous design features or details, judging by experience; and
    - operable aircraft systems, equipment, and appliances that do not require exceptional skills or strength.
- Evaluation report:
  - The result of an assessment shall be documented in an individual evaluation report developed by the organisation providing sufficient information and data concerning:
    - control forces, flight deck environment, pilot workload, and other human factors (HF) considerations, depending on the phase and duration of flight and that the aircraft:
      - is safely controllable and manoeuvrable under all anticipated operating conditions, including after failure of one or more propulsion systems;
      - allows for a smooth transition from one flight phase to another without requiring exceptional piloting skills, alertness, strength, or workload under any probable operating conditions; and
      - has sufficient stability to ensure that the demands made on the pilot are not excessive, considering the phase and duration of flight.
- Following a successful evaluation process, the organisation shall amend their list of aircraft used for training accordingly and submit it to FOCA. If FOCA does not raise an objection to the actual list of aircraft, the use of the Annex I aircraft for the concerned training course(s) is authorised.

Example

List of aircraft used for training:

Aircraft		Operations Manual Part B Reference			Approved operation capability					Continuing Airworthiness				
						VFR								
Type/Variant	Registration	Basic Documentation	Checklists	Minimum Equipment for Flight	IR	Day	Night	Radio Navigation	User agreement/ Terms of reference	Clubmember only	Annex I	CAMO / CAO	Main Operator (not owner)	Reference
Diamond DA40-180	HB-XXX	AFM Rev. 09 / 2014.01.31	Normal Rev. 03 / dd.mm.yy Abnormal/Emergency Rev. 05 / dd.mm.yy	MEL Rev.B / xx-March-20xx		•	•	•	dd.mm.yy			•	self	CAMO Plus XY
Diamond DA40-180	HB-XXY	AFM Rev. 09 / 2014.01.31	Normal Rev. 03 / dd.mm.yy Abnormal/Emergency Rev. 05 / dd.mm.yy	MEL Rev.B/ xx-March-20xx		•	•	•	dd.mm.yy			•	self	CAMO Plus XY
Diamond DA42 NG	HB-XXX	AFM 7.01.15-E / 18-Feb-2009	Pilot's Guide Rev.0 24-July-2011	MEL Rev.06 / 03-March-2009	•	•	•	•	dd.mm.yy			•	Sample Air Musterhausen	CAMO Plus XY
Cirrus SR 20	HB-XXX	POH/EASA AFM Rev. 10A / May 9, 2011	Normal Rev. 01 / dd.mm.yy Abnormal/Emergency Rev. 0 / dd.mm.yy Pre- / Postflight Rev. 04 / dd.mm.yyyy	MEL Rev. 12a dd-mm-yyyy		•	•	•	dd.mm.yy	•			Flyingclub xy Example Airport	N/A
PA-18-180M	HB-XXX	Luftfahrzeug-Flughandbuch (AFM) 1936 / 05.Dez.1983	Normal Rev. 16 / dd.mm.yy	N/A		•			dd.mm.yy		•		PA18 Club Historic town	N/A
…														
…														

3.2.1.3 Use of Aircraft listed on an AOC

RB 3.2.1.3 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 NCC.GEN.101 NCO.GEN.104 ORO.GEN.310 ORO.MLR.100 ORO.MLR.105 ORO.MLR.110 LEGAL REFERENCE
3-OMB1-127 Ch.-OM Ch.-Seq.-No.	Contract OMM, Chapter 11, «Contracting and Monitoring of Contractors» OM Part A, Chapter 2.3.x «Operational control» OM Part B, Chapter 9 «Minimum equipment list» OM Part D, Chapter 2.3 «Operations Personnel including Crewmembers» MANUAL REFERENCE

AOC **APP:** The procedures between an AOC holder and an organisation/operator using an aircraft listed on that AOC requires prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there a written contract/agreement with the AOC holder if the organisation uses an aircraft listed on an Air Operator Certificate (AOC)?
- ☐ Are the procedures, defining the transfer of the responsibility of the aircraft, between the AOC holder and the organisation defined?
- ☐ Are the procedures entirely documented?
- ☐ Does the procedure include a description of the means on how relevant functions/personnel are instructed?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- An ATO may use an aircraft listed on an operator's Air Operator Certificate (AOC) appropriate to the courses and scope of activities provided.
- The use of an aircraft listed on an AOC requires a contract between the AOC holder and the organisation. This shall be subject to the process for contracting and monitoring of contractors, refer to:
  - FOCA CL «Management System (MS)», Chapter 9 «Contracting and Leasing».
- Air operators also refer to FOCA GM/INFO «ORO.GEN.310 "Mixed Operations"» specifying the use of aircraft listed on an AOC for NCC, NCO and SPO operations.
- The organisation shall:
  - establish procedures containing how the transfer of operational control between the ATO and the AOC is established. This shall ensure:
    - that the responsibility of operational control is identified for each flight by specifying how, when and to whom the shifting of operational control is communicated;
    - how the responsibility is transferred between the organisation and the operator;
    - how the organisation deals with failures/defects identified before the flight;
    - that every flight is recorded in the aircraft technical log system;
    - no changes to the aircraft system and configuration are made;
    - that the handover procedure of the aircraft upon its return to the AOC holder is clearly specified;
    - that any defect or technical malfunction is reported immediately after the flight and entered in the technical log system;
    - that the AOC holder receives a copy of any occurrence report.
  - document the procedures in the contract and/or the AOC holder in their operations manual system;

- ensure that relevant personnel are instructed on the procedures. The means of instruction shall be specified by adressing the relevant function/person, method of instruction and the integration of staff training program, as applicable. The training should be based on the documented procedures, including on how:
  - to contact the organisation responsible for the management of continuing airworthiness of the aircraft of the AOC holder (CAMO) for any defect or technical malfunction which occurs before or during the operation. The information about any defect or malfunction should be transmitted to the CAMO of the AOC holder before the aircraft is used for the next flight. The same information should be confirmed by the entries in the aircraft technical log system; and
  - to report any occurrence in accordance with the applicable rules and the internal procedures.

- The ATO has to comply with Part-SPA and apply for the SPA required for the type of operation it intends to conduct with that aircraft;
- The continuing airworthiness of the aircraft used shall be managed by the organisation responsible for the continuing airworthiness of the aircraft included in the AOC.

3.2.1.4 FSTD used for training

RB 3.2.1.4 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.105 ORA.ATO.130/230 ORA.ATO.135 CS-FSTD FOCA administrative requirements LEGAL REFERENCE
3-OMB1-128 Ch.-OM Ch.-Seq.-No.	OM Part D, Chapter 1 «Organisation, training and checking personel» or attachment Form143 ATO Certificate Attachment MANUAL REFERENCE

APP: Privilege to provide and conduct Part FCL training courses and to use specific flight simulation training devices (FSTD) is subject to prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Does the organisation use adequate and appropriately equipped FSTD's for the training courses provided?
- ☐ Is the use of an FSTD specified in the concerned syllabus and associated session plans
- ☐ Is the adequacy of each single FSTD for the concerned training course syllabus verified by:
  - ☐ checking on the EASA FSTD Qualification Certificate (QC) the:
    - ☐ FSTD identification (e.g. DK-152)?
    - ☐ type or variant of aircraft (e.g. Embraer 190, Generic MEP)?
    - ☐ signature on the Certificate (copy of valid Certificate)?
  - ☐ checking on the FSTD QC specific sections the:
    - ☐ adequacy of the FSTD Qualification Level (FTD 1/2/3, BITD, FNPT I/II/III/MCC, FFS Qualification Level A-D)?
    - ☐ special restrictions / limitations (e.g. no LPV, no autoland, no UPRT)?
    - ☐ FSTD specifications as applicable to the concerned training syllabus (e.g. IFR-Training, PBN, Type Rating, CAT II/III)?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

FSTD used for training

- As a part of the training course approval, the Approved Training Organisation shall provide comprehensive data of flight simulation training devices (FSTD) used for training;
- A seperate listing of used FSTDs is not required as the list of used FSTDs, including the relevant information, is part of the attachment to the ATO Certificate «Training Course Approval»;
- An ATO shall only use FSTD(s) as approved within a specific training course and specifically listed on the attachement of the ATO certificate;
- The use of an FSTD is to be specified in the concerned syllabus and associated session plans;
- Each FSTD should be equipped as required in the training syllabus and associated session plan in which it is used;
- The adequacy between the FSTD specifications and the related training course shall be ensured. This includes that the FSTD used:
  - holds an EASA Qualification Certificate;
  - comply with the required qualification level (FTD 1/2/3, BITD, FNPT I/II/III/MCC, FFS Qualification Level A-D) and is adequate for the concerned training course;
  - holds the specifications as applicable to the concerned training syllabus (e.g. IFR-Training, PBN, Type Rating, CAT II/III);
  - is not restricted / limited for the session provided (e.g. no LPV, no autoland, no UPRT); and

- in the case of full flight simulators (FFSs), that the FFS adequately represents the relevant type of aircraft including qualification level for the concerned type rating course.

- Applications for the use of an FSTD shall be submitted to FOCA including:
  - Form 105;
  - In the case of:
    - non CH-FSTD, the FSTD Qualification Certificate;
    - an amendment in the scope of training course the syllabus of the concerned training course together with PRA and associated compliance list, as applicable;
    - a revision and if the FSTD is additionally listed on the training course syllabus, the corresponding revision of the syllabus, including PRA and associated compliance list, as applicable.

3.2.2 Aircraft handling

RB 3.2.2 ISS1 / REV5 / 23.02.2021

CA
EVALUATION METHOD

OM/TM CL TOPIC 3-OMB2-130 Ch.-OM Ch.-Seq.-No.	ORA.ATO.130/230 NCO.POL.105 NCO.GEN.105 ICAO Doc. 8168 Best Practice LEGAL REFERENCE OM Part B, Chapter x.2.x «Aircraft Handling» OM Part A, Chapter 8.1.11 «Operator's aircraft technical log» OM Part B, Chapter 1 «Limitations» OM Part B, Chapter 2 «Normal procedures» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the structure of the normal aircraft handling procedures presented in a format which can be used without difficulties?
- ☐ Are the material and the sources which compile the normal procedures comprehensively documented?
- ☐ Are normal checklists for each type of aircraft provided, including a reference to the checklists used?
- ☐ Is there a statement that aircraft are to be operated in compliance with the terms of its Certificate of Airworthiness (CoA), Approved Operations Capability as specified in the Type Certificate Data Sheet (TCDS), Specific Approvals and within the Limitations contained in the Aircraft Flight Manual (AFM)?
- ☐ Are normal flight profiles provided in accordance with the scope of activity (VFR/IFR)?

  VFR:

  - ☐ General Traffic Pattern
  - ☐ Take-off
  - ☐ Approach/Landing

  IFR:

  - ☐ Take-off
  - ☐ Precision Approach
  - ☐ Non-precision Approach
  - ☐ Visual Manoeuvring/Circling Approach
  - ☐ Missed Approach

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

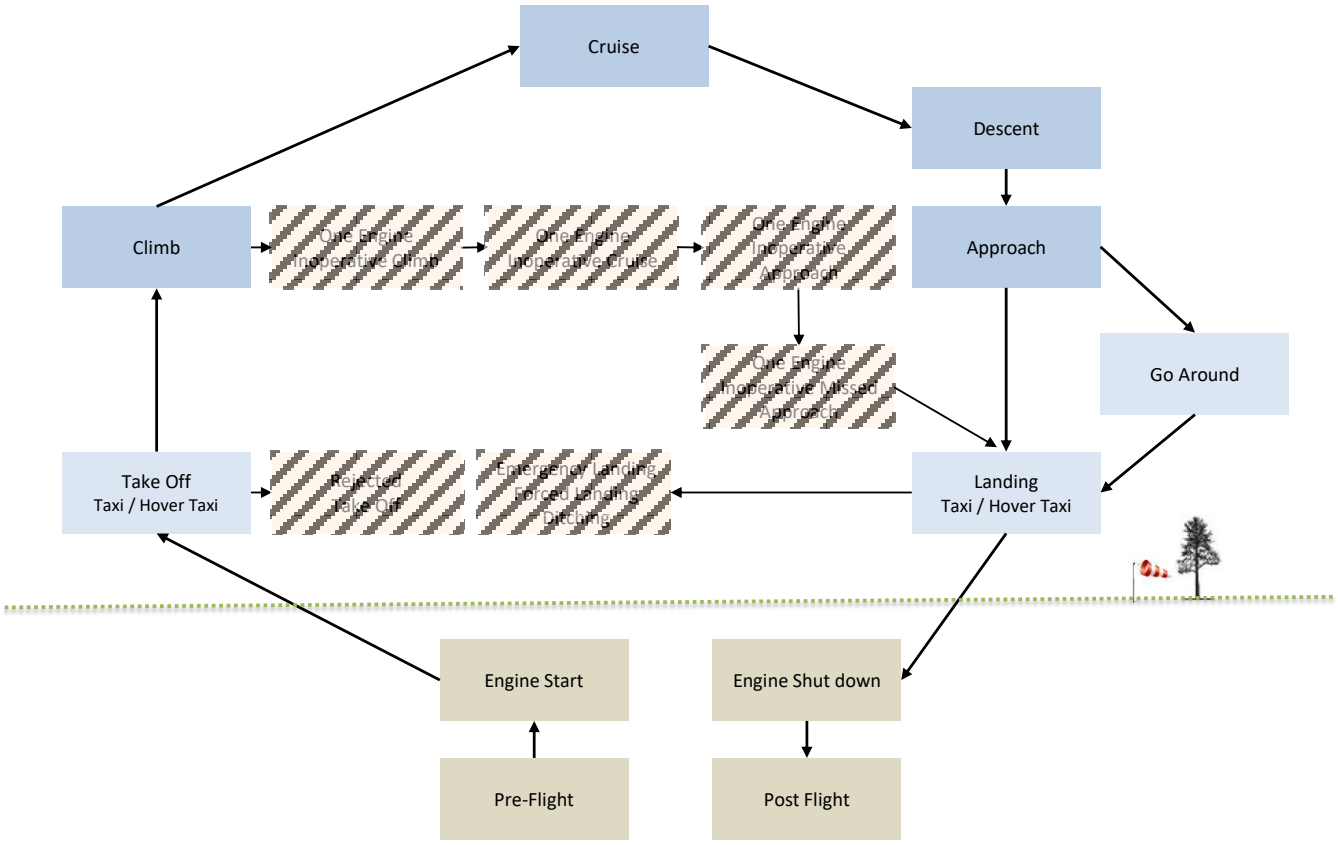
- For technical log system and journey log refer to FOCA CL OM/TM Chapter 3.1.10 «Aircraft documentation»;
- For arrangements related to continuing airworthiness refer to FOCA CL OM/TM Chapter 3.2.1 «Aircraft descriptive notes – Aircraft/FSTD used for training» and list of aircraft;
- Aircraft type specific operating limitations and information of aircraft used for training can be found in the manual provided by the manufacturer. This information shall at least be stated and the organisation is to include a reference to the applicable documents;
- The organisation shall establish normal operating procedures that provide guidance to instructors and students to ensure safe, efficient, logical and predictable means of carrying out flight procedures and students' practical training;

- The organisation is to provide a normal checklist for each type of aircraft. The normal checklist must be in accordance with the aircraft flight manual (AFM). There are two possibilities to create a checklist:
  1. The organisation uses the latest version of the checklist which is provided by the manufacturer of the relevant aircraft; or
  2. The organisation implements its own normal checklist for each type of aircraft. In this case, the checklist:
     - must include at least all items of the latest version of the aircraft flight manual (AFM);
     - items must be consistent with the nomenclature of the AFM and the cockpit;
     - format, structure and font used have to be suitable and readable for the various conditions in the cockpit including the ambient light level.
  3. The organisation shall provide guidance on how to use normal checklists.

Normal procedures including flight profile description

Every aircraft that flies follows a similar flight pattern that begins before take-off and ends after landing. The flight pattern is divided in standardised phases of flight. Ideally, aircraft type specific normal procedures and the associated flight profile descriptions are structured according to the defined phases of flight.

The description of a flight path of an aircraft expressed in terms of configuration, speed, altitude, range and manoeuvre and its graphic representation is the so called flight profile.



NATIONAL AERONATUICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER, NASA/FAA OPERATING DOCUMENTS PROJECTS, "DEVELOPING OPERATING DOCUMENTS – A MANUAL OF GUIDELINES"

In the picture above, the shaded phases of flight relate to abnormal / emergency conditions and are outlined in FOCA CL OM/TM Chapter 3.2.3.

The flight profiles are elements of the aircraft type specific documentation (refer to FOCA CL OM/TM Chapter 3.2). If not provided by the manufacturer, the following normal flight profiles may be stated:

VFR	***IFR***
General Traffic Pattern	*Take Off*
Take Off	*Precision Approach*
Approach/Landing	*Non-precision approach*
	Visual Manoeuvring/Circling Approach
	Missed Approach

Example

Aircraft handling and operating procedures provide guidance to instructors and students to ensure safe, efficient, logical and predictable means of carrying out flight procedures and students' practical training.

Aircraft type specific operating procedures, technical details and checklists of aircraft used for training can be found as follows:

<table>
<tr><th>Subject</th><th colspan="2">Reference</th></tr>
<tr><td>General information/descriptive notes</td><td>OM B, Chapter x.1.x «Descriptive Notes»</td><td rowspan="12">For the applicable aircraft type specific documentation refer to the «List of aircraft used for training» column «Operations Manual Part B Reference» of the concerned aircraft type</td></tr>
<tr><td>Normal checklist</td><td rowspan="3">OM B, Chapter x.2.x «Aircraft Handling»</td></tr>
<tr><td>Limitations</td></tr>
<tr><td>Normal procedures</td></tr>
<tr><td rowspan="2">Performance</td><td>OM C, Chapter x.1.x «Performance»</td></tr>
<tr><td>OM C, Chapter x.2.x «Flight Planning»</td></tr>
<tr><td>Mass and balance</td><td rowspan="2">OM C, Chapter x.3.x «Loading»</td></tr>
<tr><td>Loading</td></tr>
<tr><td>Minimum equipment for flight</td><td>OM B, Chapter x.5x. «Allowable Deficiencies»</td></tr>
<tr><td>Aircraft systems</td><td>Applicable aircraft type specific documentation and/or theoretical knowledge training documentation</td></tr>
<tr><td>…</td><td>…</td></tr>
</table>

Normal Checklist

The correct completion of normal checklists is essential for safe operation during all phases of flight and an effective method for preventing omissions of actions or inappropriate actions.

Safety critical aspects of system and aircraft configuration settings should be cross-checked through the use of normal checklists. Normal checklist actions are intended to check and verify actions that were accomplished from memory in accordance with the defined flow pattern.

Time and workload management are key factors in the initiation and effective conduct of normal checklists. Normal checklists should be accomplished in a timely manner during low workload periods within the concerned phase of flight to prevent any rush or interruption that could impact the safety purpose of the normal checklists.

Following an interruption of a checklist flow element, the pilot in command / student should restart the checklist element flow, as a measure to prevent any item from being omitted and to ensure that the actions already completed are re-verified.

- *For the aircraft type specific normal checklist, refer to the «List of aircraft used for training» column «Operations Manual Part B Reference».*
- *For detailed instruction on how to use a normal checklist, refer to the introductory text of the aircraft type specific normal checklist and the explanatory text provided by the manufacturer.*

Limitations

Aircraft are to be operated in compliance with the terms of its Certificate of Airworthiness (CoA), Approved Operations Capability as specified in the Type Certificate Data Sheet (TCDS), Specific Approvals and within the Limitations contained in the Aircraft Flight Manual (AFM) and/or other manuals provided by the manufacturer, such as the Pilot's Operating Handbook (POH).

- *For the applicable aircraft type specific documentation refer to the «List of aircraft used for training» column «Operations Manual Part B Reference» of the concerned aircraft type.*

Should any limitation be exceeded, the fact is to be recorded in the technical log system (or equivalent) and reported without delay in accordance with OM A, Chapter x.20.x «Occurrence Reporting».

If any structural or engine operating limitation is exceeded, the aircraft is to be landed as soon as practicable and/or not to be flown until maintenance check/action is carried out and the aircraft is released for service again.

Pre-flight

- *Refer to OM A, Chapter x.19.x «Flight Planning»*

Pre-flight Check

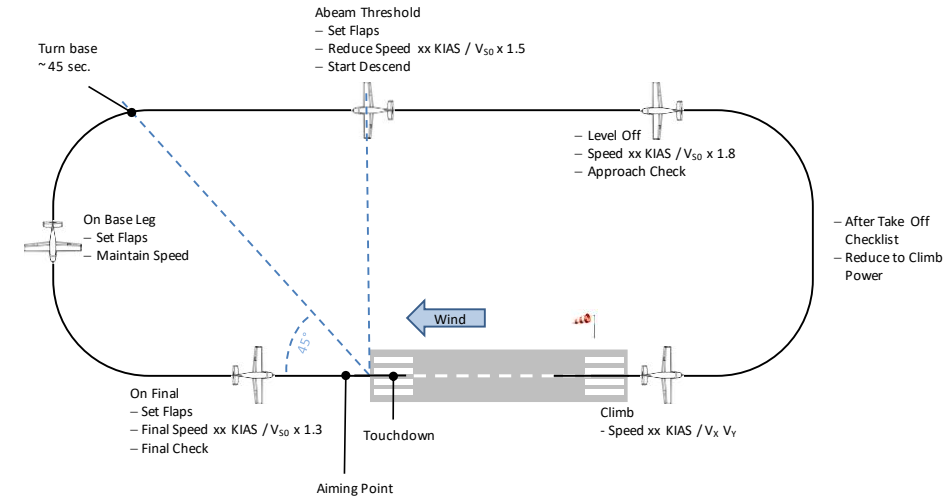
The accomplishment of a safe flight begins with a careful pre-flight inspection. The pre-flight inspection determines that the aircraft is airworthy and that the aircraft is in a condition to perform a safe flight.

Each aircraft has a specific pre-flight procedure designed by the manufacturer.

- *For the applicable aircraft type specific documentation refer to «List of aircraft used for training» column «Operations Manual Part B Reference» of the concerned aircraft type.*

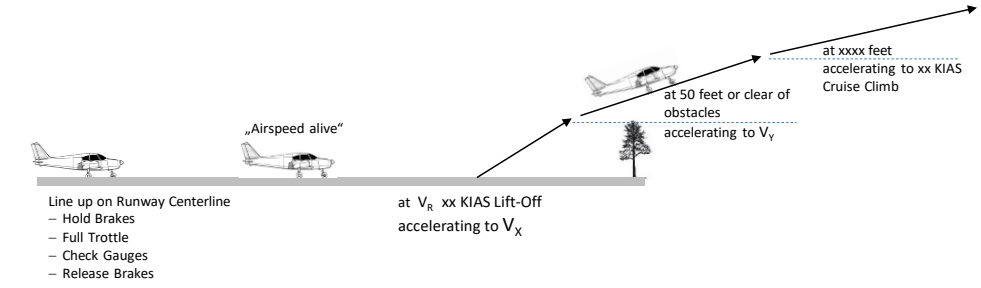
Example of flight profiles for aeroplanes

VFR Standard Traffic Pattern SEP



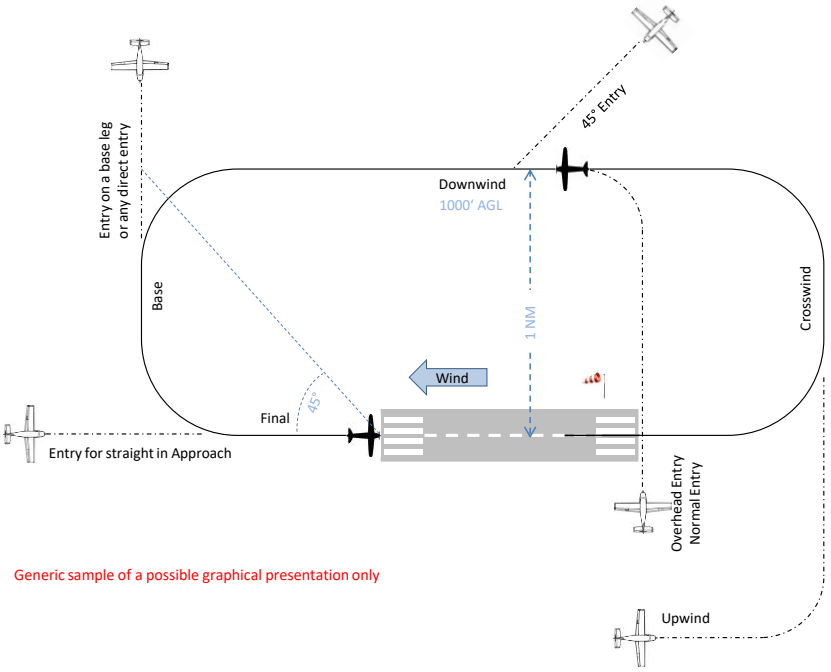
Generic sample of a possible graphical presentation only

VFR Take Off and Climb SEP



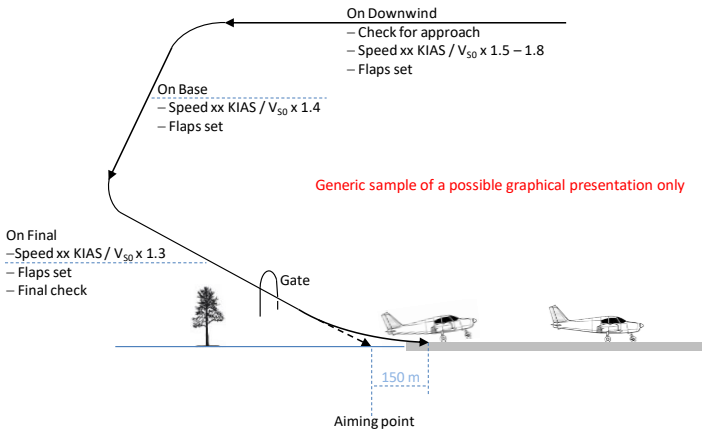
Generic sample of a possible graphical presentation only

Entries for a Standard Traffic Pattern VFR



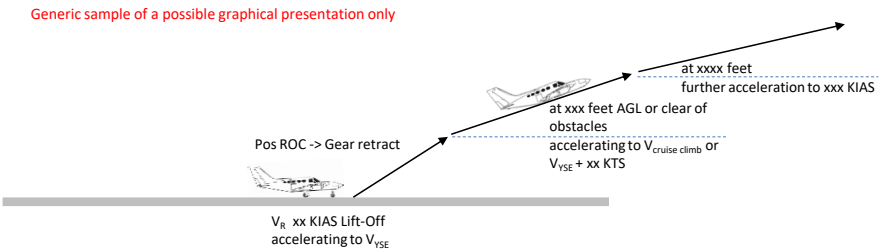
Generic sample of a possible graphical presentation only

VFR Approach and Landing SEP

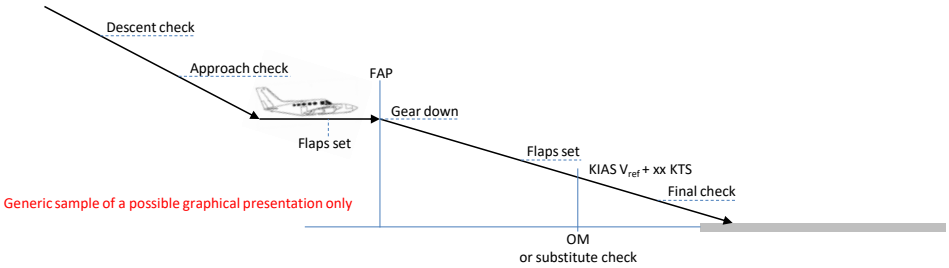


Generic sample of a possible graphical presentation only

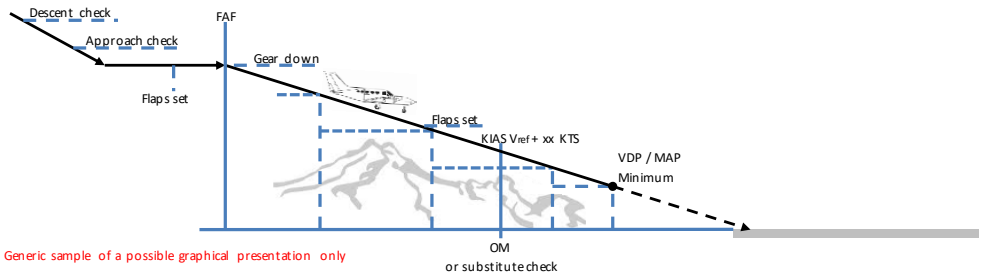
IFR Take Off and Climb MEP



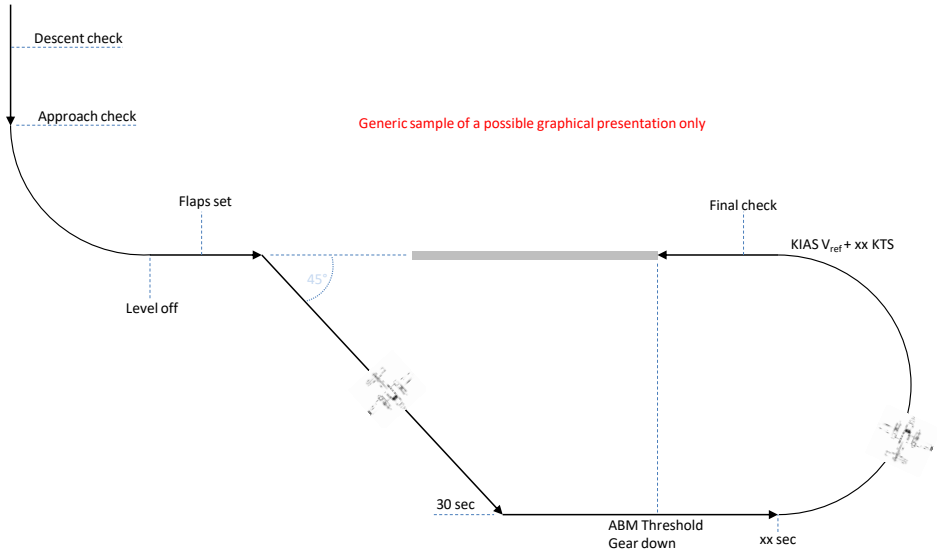
IFR Precision Approach MEP



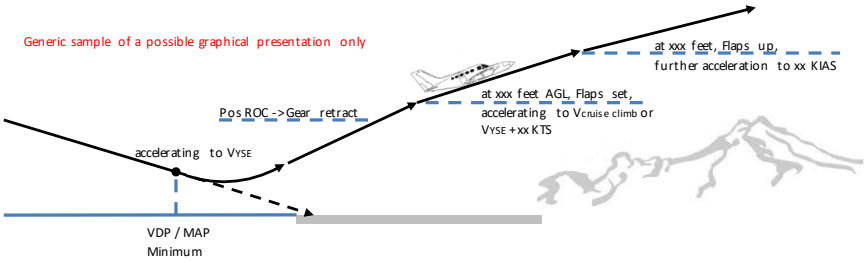
IFR Non Precision Approach MEP



IFR Visual Manoeuvring/Circling Approach MEP

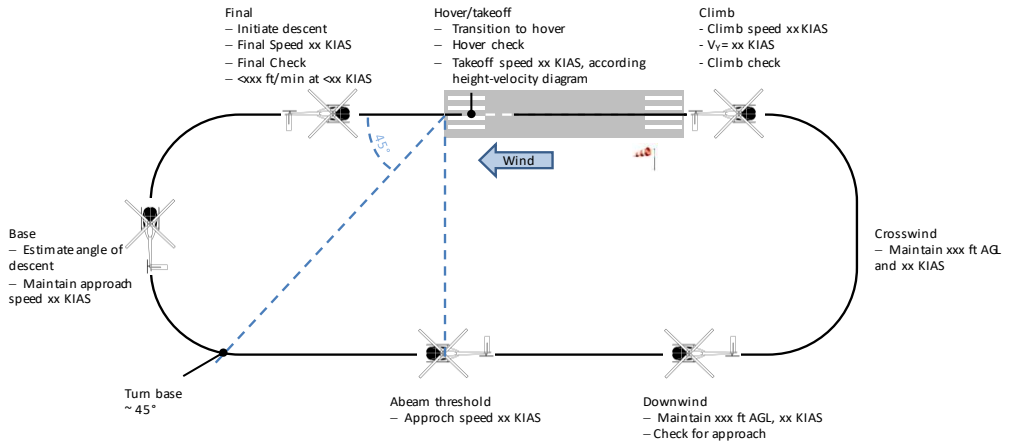


IFR Missed Approach



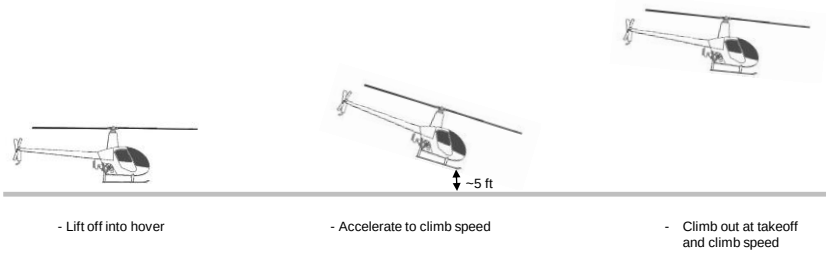
Example of flight profiles for helicopters

VFR Standard Traffic Pattern



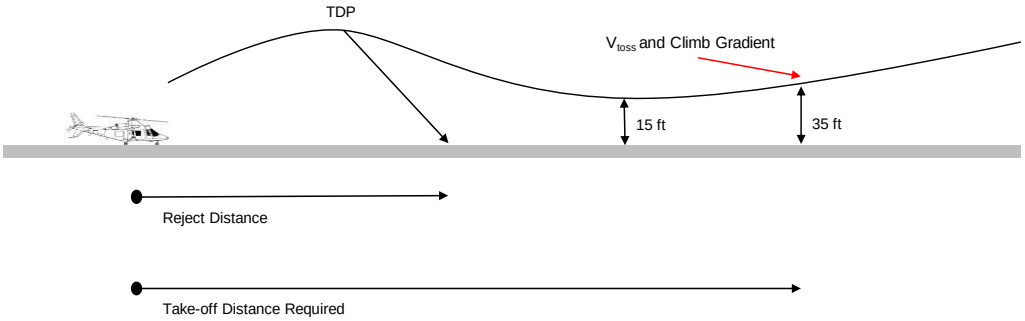
Generic sample of a possible graphical presentation only

Normal takeoff procedure SE



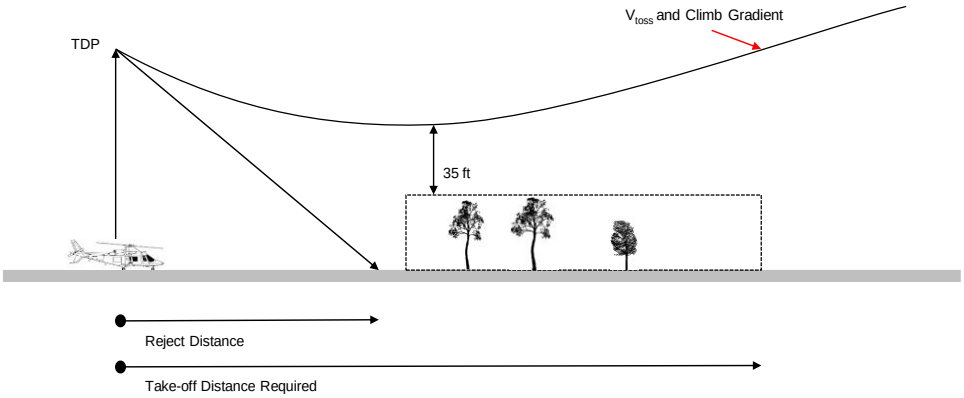
Generic sample of a possible graphical presentation only

Clear area takeoff procedure ME



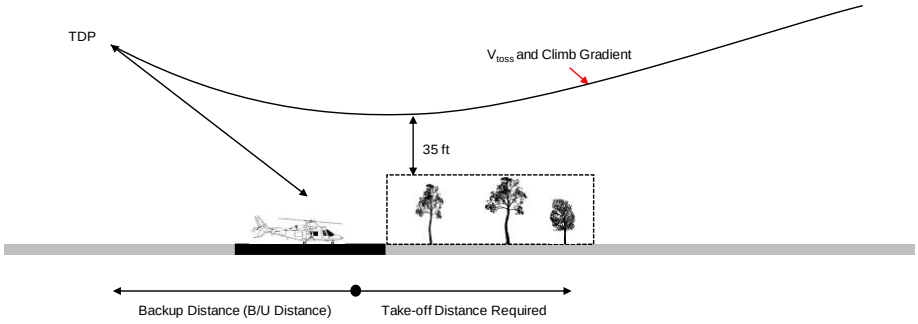
Generic sample of a possible graphical presentation only

Short field takeoff procedure ME



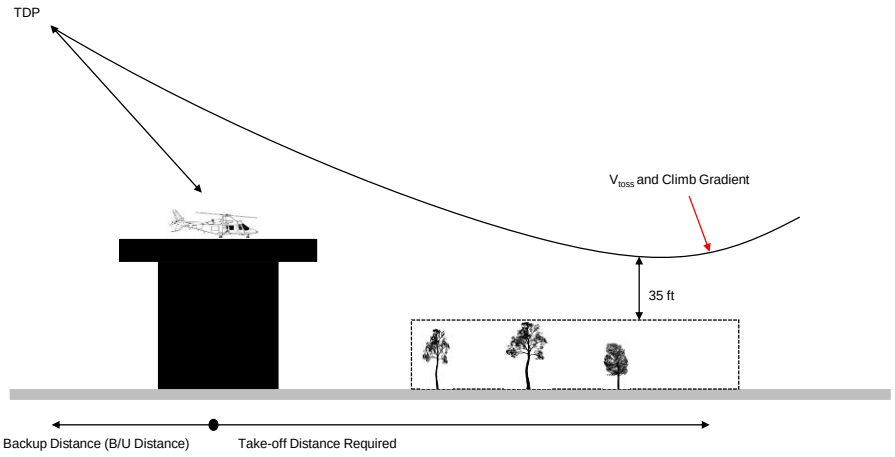
Generic sample of a possible graphical presentation only

Helipad takeoff procedure ME



Generic sample of a possible graphical presentation only

Elevated helipad takeoff procedure ME



Generic sample of a possible graphical presentation only

3.2.3 Emergency procedures

RB 3.2.3 ISS1 / REV5 / 23.02.2021

CA
EVALUATION METHOD

OM/TM CL TOPIC 3-OMB3-135 C2-OM.-OM Ch.-Seq.-No.	ORA.ATO.130/230 NCO.GEN.105 CS-23 Best Practice LEGAL REFERENCE OM Part B, Chapter x.3.x «Emergency Procedures» OM Part B, Chapter 3 «Abnormal and/or emergency procedures» OM Part B, Chapter 11 «Emergency evacuation procedures» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the materials and the sources which compile the abnormal and emergency procedures comprehensively documented?

☐ Are abnormal and emergency checklists for each type of aircraft provided, including a reference to the checklists used?

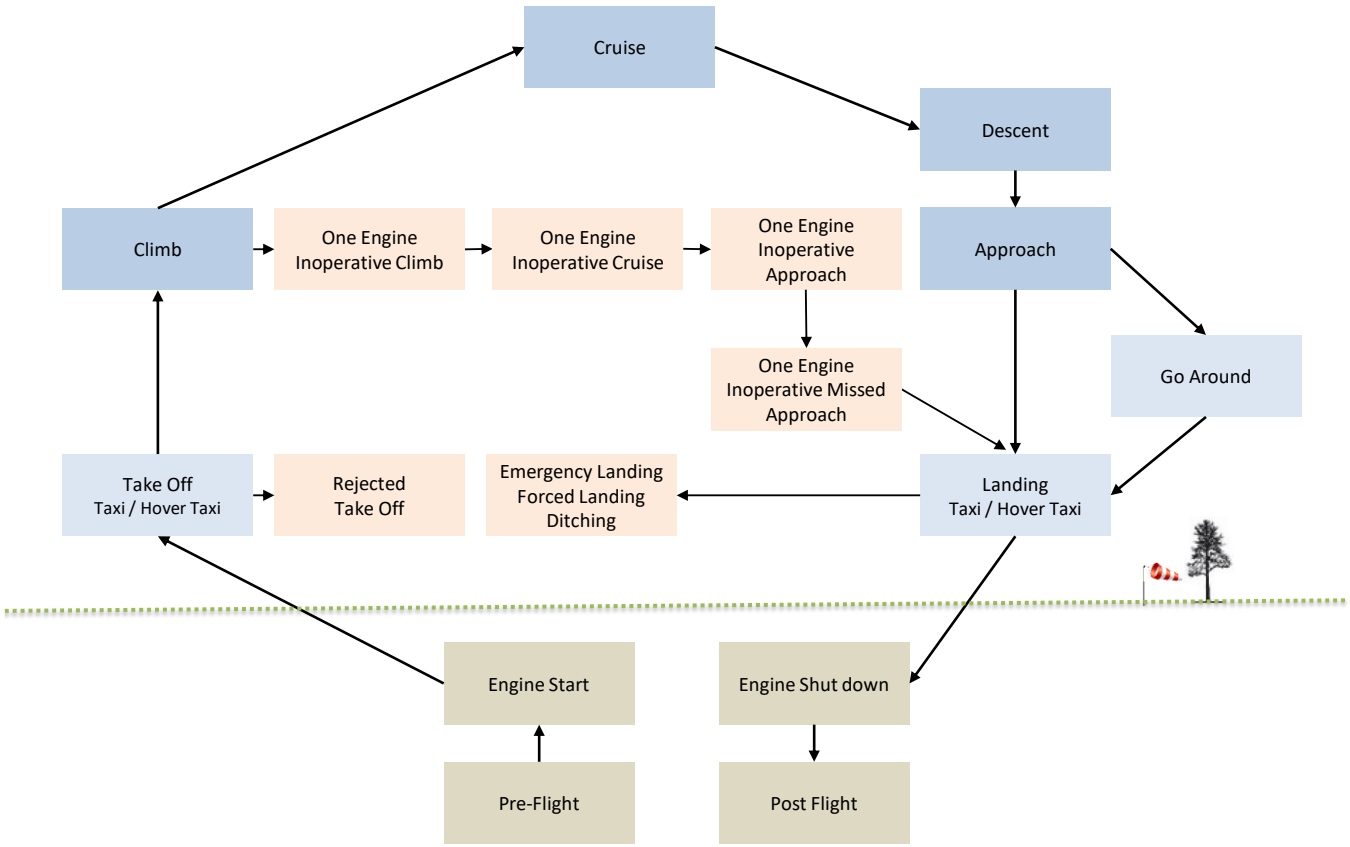
QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Aircraft type specific abnormal and emergency procedures, including the required checklist, are found in the manual provided by the manufacturer. This information shall at least be stated and the organisation must include a reference to the applicable documents;
- The organisation must provide an abnormal and emergency checklist for each type of aircraft:
  1. The organisation uses the checklists which are supplied by the manufacturer of the relevant aircraft; or
  2. The organisation implements a checklist based on the aircraft flight manual. In this case, the checklist:
     - is unchanged by the organisation. It is the organisation's responsibility to make any change in consultation with the manufacturer / type certificate holder and the associated National Aviation Authority (NAA), as defined in their procedures;
     - must be congruent with the content of the concerned aircraft flight manual;
     - must include all items in the same sequence of the aircraft flight manual (AFM);
     - nomenclature must be identical with the AFM and the cockpit;
     - the design must observe human factor principles. The presentation of the checklist items and procedures must be appropriate for use in abnormal or emergency conditions.
  3. Further guidance and references:
     - Guidelines for the Design and Presentation of Emergency and Abnormal Checklist, UK CAA, CAP 676, 2006;
     - On the design of Flight-Deck Procedures, Asaf Degani, Earl Wiener, National Aeronautics and Space Administration, 1994;
     - Human Factors of Flight-Deck Checklists: The Normal Checklist, Asaf Degani, Earl Wiener, National Aeronautics and Space Administration, 1990;
     - On the Typography of Flight-Deck Documentation, Asaf Degani, National Aeronautics and Space Administration, 1992;
     - Human Performance Considerations in the Use and Design of Aircraft Checklists, FAA 1995;
     - Designing and Testing a Tool for Evaluating Electronic Flight Bags, Divya Chandra, Michelle Yeh, Vic Riley, Volpe National Transportation Systems Center, 2004;
     - ICAO Doc 10011 Manual on Aeroplane Upset Prevention and Recovery Training.

Abnormal and Emergency procedures including flight profile description

In order to be consistent with the normal procedure description, abnormal and emergency procedures, including associated flight profile descriptions, may be structured in the same way as standardised phases and presented in the logical sequence of a flight.

The presentation of an abnormal/emergency flight profile of an aircraft differs in most cases in aircraft configuration, speed and the depiction of possible changes in flight characteristics. Helicopter ATOs preparing students for a CAT environment should take into consideration the performance classes 1, 2 and 3.



NATIONAL AERONATUICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER, NASA/FAA OPERATING DOCUMENTS PROJECTS, "DEVELOPING OPERATING DOCUMENTS – A MANUAL OF GUIDELINES"

Example

Abnormal and Emergency Procedures

Aircraft type specific abnormal and emergency procedures, including checklists of aircraft used for training, can be found as follows:

Subject	***Reference***	
Abnormal and/or emergency procedures	*Applicable aircraft type specific abnormal and emergency procedures and checklists*	*For the applicable aircraft type specific documentation refer to the «List of aircraft used for training» column «Operations Manual Part B Reference» of the concerned aircraft type*
Abnormal and emergency checklist		
Emergency equipment	*OM A, Chapter x.20.x «Safety (general)»*	
Emergency evacuation procedure	*Applicable aircraft type specific checklist*	
…	*…*	

Definition of abnormal and emergency condition

Abnormal Procedure	*Procedures that require actions to maintain safe flight, and prevent further incidents from occurring*
Emergency Procedure	*Procedures that require immediate action in relation to situations that threaten physical safety of people and/or damage to the aircraft.*

Abnormal and emergency checklists

For the aircraft type specific abnormal and emergency checklist refer to the «List of aircraft used for training» column «Operations Manual Part B Reference».

It is both the instructors' and/or students' responsibility to ensure that the checklists are on board before each flight.

The emergency and abnormal checklist documents should be stowed in a readily accessible location in the cockpit. In addition, the checklists should be protected from possible damage or destruction and spillages in order to remain usable at all times.

Prior to moving any switch or configuration control that could adversely affect the flying qualities of the aircraft or disable/shut down/degrade a vital system:

- *perform the checklist item step by step;*
- *be aware of the circumstance and the effect the action/measure will have;*
- *ensure that the correct control or switch is being selected;*
- *verify the action/measure taken and that the result is correct and as expected.*

Following an interruption during a checklist element execution, it is strongly recommended that the actions already completed are re-verified.

Abnormal and emergency flight profiles

Insert aircraft type specific abnormal and emergency flight profiles in the same methodology as the description for normal flight profiles, compliant and consistent with the aircraft flight manual or other manufacturer manual of the aircraft concerned.

Refer to OM Part B, Chapter 2 «Aircraft Handling».

3.2.3.1 Decision-making and Emergency Management

RB 3.2.3.1 ISS1 / REV7 / 28.06.2022

CA
EVALUATION METHOD

OM/TM CL TOPIC	Best Practice LEGAL REFERENCE
3-OMB3-140 Ch.-OM Ch.-Seq.-No.	OM Part B, Chapter x.3.x «Emergency Management and Decision-making» OM Part B, Chapter 3.x «Abnormal/emergency handling policy» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there guidance on how abnormal and emergency situations have to be handled?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Abnormal and emergency procedures shall include a strategy to handle the experienced critical situation.

This may include:

- a strategy containing an immediate action to maintain the aircraft under control; and
- a guideline or concept to assess the further impact on the flight.

Example

Emergency or abnormal situations are often very time critical and complex and cause high stress levels and workload.

An emergency situation is a situation in which the safety of the aircraft or of persons on board or on the ground is endangered.

An abnormal situation is one in which it is no longer possible to continue the flight using normal procedures but the safety of the aircraft or persons on board or on the ground are not in danger.

Emergency or abnormal situations may develop as a result of one or more factors within or outside an aircraft, for example:

- *Fire on board the aircraft;*
- *Aircraft technical failure (e.g. engine failure, landing gear malfunction);*
- *Shortage of fuel / energy;*
- *Loss of situational awareness;*
- *Worsening weather;*
- *Aircraft damage (e.g. as a result of collision, bird strike or extreme weather);*
- *…*

An emergency or abnormal situation may result in a situation where it will be impossible to continue the flight as planned, resulting in one or more of the following outcomes:

- *Loss of altitude;*
- *Diversion to a nearby aerodrome;*
- *Forced landing;*
- *…*

Whenever confronted with an emergency or abnormal situation, the highest priority lies in the control and successful flying and navigating of the aircraft. Therefore, it is vital that such situations are handled in a structured manner. A common methodology is used for:

Aeroplanes:

P *– Power*	*Check or set power according to situation;*
P *– Performance*	*Check Configuration (propeller, gear and flaps) according to given situation.*

Helicopters:

R *– Rotor RPM*	
P *– Power*	*Check or set power according to AFM and situation;*
P *– Performance*	*Check Configuration (gear, ext load, mass, hoist) according to given situation.*

As first step, the guideline PP resp. RPP shall ensure, that first measures are taken in regard to aircraft performance in order to clear obstacles and to stabilise the aircraft in regard to aircraft altitude, speed and track.

When the aircraft is stabilised and clear of all obstacles, the analysis and the decision making process can be started using the well-known:

Analyse / Action:

A *– Analyse*	*check instruments and warnings, try to identify source of trouble; analyse different possible actions, decide;*
A *– Action*	*according AFM or safe best practice.*

SPORDEC is an aeronautical decision making tool and can be used for any decision making process:

S *ituation catch*	*Situation shall be analysed, carefully, taking into account all available information;*
P *reliminary actions*	*Time critical actions shall be executed (e.g.: by heart items, inform ATC);*
O *ptions*	*Search for options (e.g.: landing, continue back to home base);*
R *ating*	*Evaluate options for risk and benefit;*
D *ecision*	*Decide which option to choose;*
E *xecution*	*Take the actions for the option chosen;*
C *ontrolling*	*Monitor the situation carefully. If the situation changes for any reason start again with the situation catch.*

3.2.4 Radio and radio navigation aids

RB 3.2.4 ISS1 / REV3 / 23.01.2018

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 NCO.IDE.120 NCO.IDE.125 NCO.IDE.195 LEGAL REFERENCE
3-OMB4-145 Ch.-OM Ch.-Seq.-No.	OM Part B, Chapter x.4.x «Radio and Radio Navigation Aids» OM Part A, Chapter 8.3.2 «Navigation procedures» OM Part B, Chapter 9 «Minimum equipment list» MEL ATA Chapter 23 «Communication / ATA 34 Navigation» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there a statement that the aircraft is equipped for the intended training?
- ☐ Is there a statement that the navigational equipment is serviceable for the intended flight session?
- ☐ Are the Approved Operations Capabilities as specified in the Type Certificate Data Sheet (TCDS) for each type of aircraft/registration defined?
  - ☐ Do they comply with the scope of activity/approved syllabi?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Aircraft have to be equipped with the radio and radio navigation equipment as required by the approved syllabi.
- It is the responsibility of the PIC to ensure that navigational equipment is checked for serviceability relevant to the intended flight session before departure.
- Aircraft type specific equipment (avionic equipment) is to be found in the aircraft flight manual «Avionic equipment list». The organisation shall insert at least a statement for which flights sessions the aircraft can be deployed.
- For further guidance and references refer to:
  - VFR Manual Switzerland RAC4 «Mindestausrüstung der Übermittlungs- und Navigationsanlagen für Motorluftfahrzeuge» und «VFR-Transponderobligatorium»;
  - AIP Switzerland GEN 1.5 «Aircraft instruments, equipment and flight documents»;
  - Air Information Circular (AIC)
    https://www.skybriefing.com/portal/aic-series-a [on-line] Available (01.12.2017)

Example

The organisation only operates aircraft with the required radio and radio navigation equipment as required by the approved syllabi.

- *For the aircraft type specific capabilities refer to the list of aircraft used for training, column «Approved operation capability».*

The responsibility of the instructor/PIC is to ensure that navigational equipment is checked for serviceability as relevant to the intended flight session before departure.

3.2.5 Allowable deficiencies

RB 3.2.5 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	EC 216/2008 Annex IV		ORA.ATO.130/230	NCO.IDE.A.105	NCO.GEN.155
3-OMB5-150 Ch.-OM Ch.-Seq.-No.	NCO.GEN.105	ORO.GEN.310	ORO.MLR.105	CS-GEN-MMEL	CS-23
	LEGAL REFERENCE				
	OM Part B, Chapter x.5.x «Allowable Deficiencies» OM Part A, Chapter 8.6 «Use of the minimum equipment and configuration deviation list(s)» OM Part B, Chapter 9 «Minimum equipment list» MANUAL REFERENCE				

NCO Minimum Equipment Lists (MEL) are subject to notification

NCC and CAT **APP:** Minimum Equipment Lists (MEL) are subject to prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement that no intended flight/training session shall be commenced unless the necessary equipment is serviceable?

☐ Does the organisation document for which aircraft a minimum equipment list is provided?

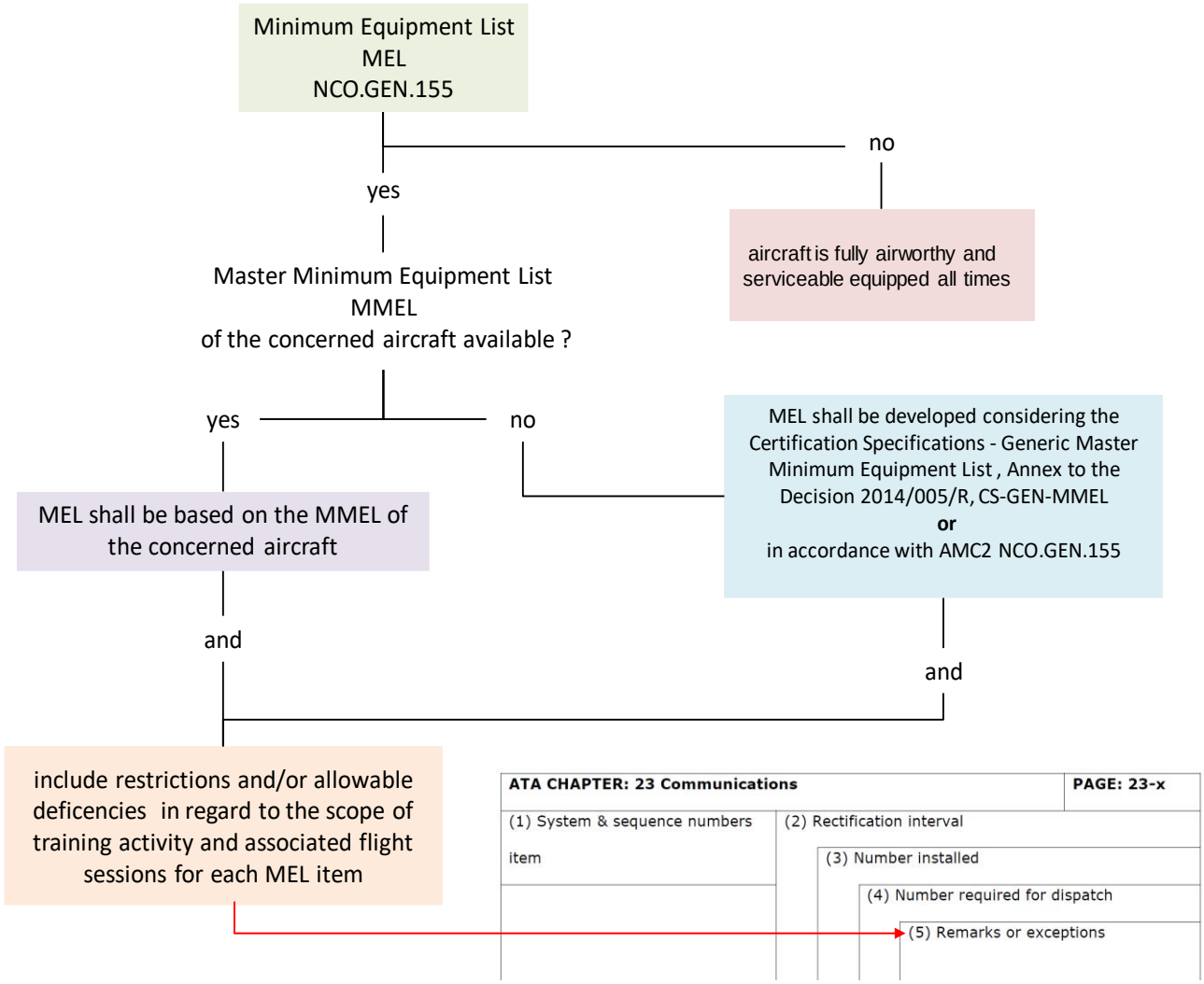
☐ Is there a brief description of the purpose of the minimum equipment list?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- An aircraft must not be operated unless:
  - the aircraft in an airworthy condition;
  - the operational and emergency equipment necessary for the intended flight is serviceable;
  - the airworthiness document of the aircraft is valid; and
  - the maintenance of the aircraft is performed in accordance with its maintenance programme.
- It is the organisation's responsibility not to schedule, and the instructor's responsibility not to accept, an aircraft for a training flight unless the concerned aircraft is fully airworthy and the equipment for the intended flight session is installed and serviceable
- Ideally, an organisation establishes a Minimum Equipment List (MEL):
  - If a Master Minimum Equipment List (MMEL) is provided by the manufacturer of the aircraft, the organisation may establish a Minimum Equipment List (MEL) which shall be based on the MMEL. If no MMEL is provided by the manufacturer of the aircraft, the MEL shall be clear and unambiguous.
  - When establishing a Minimum Equipment List, the organisation shall in addition integrate restrictions and/or allowable deficiencies with respect to scope of the training activity. This is for the purpose of restricting training activities when particular equipment is inoperative. Such restrictions should be indicated in row (5) «Remarks or exceptions» in the MEL. This may include not scheduling solo student flights, provisions for air exercises, restrictions related to route and training area, restrictions for radio navigation instructions, etc.
  - For example:
    - The directional gyro is unserviceable, but the aircraft can still be operated according to the MEL. Nevertheless, the aircraft may be inadequate for the intended training session. A possible restriction on the scope of the training activity would be: No solo student flights permitted.
    - An aircraft is equipped for radio navigation and is planned for a training session related to radio navigation instruction, but the radio navigation equipment (e.g. CDI) is partially and temporarily inoperative. Consequently the aircraft is inadequate for the scheduled training sessions. The restrictions for the training session would be: No radio navigation instruction and exercise.

- The organisation that uses an aircraft listed on an AOC of an air operator, is responsible to ensure that the approved MEL includes specific provisions with regard to courses and scope of activity provided.

Scheme for Minimum Equipment List (MEL) development



For further guidance and reading refer to:

- Certification Specifications – Generic Master Minimum Equipment List (CS-GEN-MMEL), Annex to the Decision 2014/005/R;
- AMC2 NCO.GEN.155;
- FOCA MEL Guidance material.

Example

A flight shall not be commenced when any of the aircraft instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

- *the aircraft is operated with a minimum equipment list, if established; or*
- *the aircraft is subject of a permit to fly issued by FOCA.*

The instructor is not to accept an aircraft for a flight unless the concerned aircraft is fully airworthy and the equipment for the intended flight session is installed and serviceable.

Minimum Equipment List

Refer to the «List of aircraft used for training» column «Operations Manual Part B Reference» to identify aircraft for which a specific MEL is provided.

A Minimum Equipment List (MEL) provides guidance to the pilot in command/instructor when particular equipment is inoperative and enables the pilot in command/instructor to determine whether a flight session may be commenced or continued from any intermediate stop.

The MEL takes into consideration the aircraft specific equipment, configuration, scope of utilisation and conditions for the serviceability relevant to the scope of the training activity.

The provisions of the MEL are applicable until the aircraft first moves under its own power, after which it is down to the pilot in command's / instructor's judgement whether a flight session should continue if the failure of an unserviceable item becomes apparent after a flight has commenced.

Generally, the MEL is based on a Master Minimum Equipment List (MMEL), developed by the Type Certificate Holder and approved by the Certification Authority. The MEL will not deviate from the Aircraft Flight Manual (AFM) limitations or emergency procedures or from any applicable airworthiness directives and will not be less restrictive than the MMEL, if an MMEL is available. In addition:

- *all items related to the airworthiness of the aircraft, but not listed on the MEL, are automatically required to be complete and in absolute operational condition;*
- *refer to the preamble and the subchapters of the MEL concerned for detailed instruction on how to use a Minimum Equipment List.*

In case of NCO:

- *The MEL must be notified to the the Federal Office of Civil Aviation (FOCA).*

In case of NCC/CAT:

- *The MEL must be approved by the Federal Office of Civil Aviation (FOCA) prior to use. The corresponding MMEL must be accepted by the Federal Office of Civil Aviation (FOCA).*

3.3 OM Part C «Route»

Ch. 3.3 ISS1 / REV0 / 04.01.2016

3.3.1 Performance (legislation, take-off, route, landing etc.)

RB 3.3.1 ISS1 / REV6 / 14.09.2021

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 NCO.GEN.105 NCO.POL.105 NCO.POL.110 NCO.OP.110 NCO.OP.205 LEGAL REFERENCE
3-OMC1-155 Ch.-OM Ch.-Seq.-No.	OM Part C, Chapter x.1.x «Performance» OM Part A, Chapter 8.1 «Flight preparation» OM Part C, Chapter 1.x «Sourcing of instruction and information» OM Part B, Chapter 4 «Performance» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there a statement that no aircraft shall be operated unless all performance data of the aircraft are calculated and within the given limitations of the aircraft flight manual (AFM)?
- ☐ Is there a guidance defining the data required to calculate the aircraft performance?
- ☐ Are there provisions to calculate performance, in particular:
  - ☐ Take off
  - ☐ En route
  - ☐ Landing
- ☐ Are there instructions guiding through the required calculations?
- ☐ Is there a statement that rule of thumb never overrules any limitation, data or required calculation from the documentation provided by the aircraft manufacturer?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- All aircraft shall only be operated if the performance is appropriate and in compliance with the applicable rules of the air and any other restrictions applicable to the flight, the airspace or the aerodromes or operating sites used. This includes in particular:
  - Take off performance;
  - Route performance;
  - Landing performance.
- When calculating performance data, the following information has to be available:
  - General meteorological condition, in particular special weather phenomena, wind, temperature, pressure, etc., for the time between the estimated time of departure and the estimated time of arrival;
  - Actual take off mass;
  - Airport elevation;
  - Runway length;
  - Runway or final approach and take-off area (FATO) characteristics;
  - Runway condition, Runway Condition Report (RCR);
  - Actual landing mass.
- There must be a statement, that the instructor/student shall only commence a flight if the following performance data are calculated and are within the limits of the aircraft flight manual (AFM):

- Take off performance
  - General:
    - Climb performance/rate of climb (ROC);
    - Climb performance/rate of climb (ROC) one engine in-operative (OEI);
    - Minimum climb gradient in %.
  - Specific to aeroplanes:
    - Take off run (TOR);
    - Accelerate stop distance (ASD) where available;
    - Take off distance (TOD) / performance (50ft OBST).
  - Specific to helicopters:
    - Height-velocity diagramme.
    - Take off decision point (TDP) where applicable;
- Route performance
  - General:
    - True air speed (TAS)
    - Service Ceiling (OEI)
  - Specific to helicopters:
    - V_{NE} at current temperature at planned altitude.
- Landing performance
  - General:
    - Climb performance/rate of climb (ROC) IFR during missed approach;
    - Climb performance/rate of climb (ROC) IFR one engine inoperative (OEI) missed approach;
    - Minimum climb gradient in %.
  - Specific to aeroplanes:
    - Landing distance/performance (50ft OBST) flaps normal operation;
    - Landing distance/performance (50ft OBST) flaps malfunction (where available);
    - Landing Distance (LD);
    - ground roll.
  - Specific to helicopters:
    - Hovering in ground effect (HIGE);
    - Hovering out of ground effect (HOGE);
    - Landing decision point (LDP), where applicable.

Example

No aircraft shall be operated unless prior to each flight, the performance of the aircraft for the conditions to be expected for the intended flight, at the place of departure, the intended destination and the intended route, are in compliance with the aircraft flight manual (AFM).

Both the instructor/examiner and the student/applicant are familiar with the performance calculation and the actual data of the aircraft used.

As a part of the briefing, the instructor shall evaluate the student's performance calculation prior to commencing the flight.

The following data has to be available when calculating the performance of the aircraft:

General meteorological condition, in particular special weather phenomena, wind and temperature, for the time between the estimated time of departure and the estimated time of arrival, actual take off mass, airport elevation, runway length, runway characteristics, runway condition and actual landing mass. In-

flight, the landing distance assessment should be based on the latest available weather report and, if available, runway condition report (RCR).

For airport elevation, runway length and runway characteristics, refer to VFR Manual Switzerland, "Aerodromes".

To facilitate some calculation, rule of thumb may be applied, but it may not replace any calculation supplied in any of the documentation provided by the manufacturer. At least the following performance data have to be calculated before each flight:

Aeroplanes		***VFR***		***IFR***	
Phases of flight	***Required calculations***	***Single engine***	***Multi engine***	***Single engine***	***Multi engine***
Take off	*Take off run (TOR)*	*X*	*X*	*X*	*X*
	Accelerate stop distance (ASD) (where available)	*(X)*	*(X)*	*(X)*	*(X)*
	Take off distance/performance (50ft OBST)	*X*	*X*	*X*	*X*
	Climb performance/rate of climb (ROC)	*X*	*X*	*X*	*X*
	Climb performance/rate of climb (ROC) one engine inoperative (OEI)		*X*		*X*
	Minimum climb gradient in %			*X*	*X*
En route	*True air speed (TAS)*	*X*	*X*	*X*	*X*
	Service ceiling one engine inoperative (OEI)		*X*		*X*
Landing	*Landing distance/performance (50ft OBST) flaps normal operation*	*X*	*X*	*X*	*X*
	Landing distance/performance (50ft OBST) flaps malfunction (where available)	*(X)*	*(X)*	*(X)*	*(X)*
	Landing distance (LD) and landing ground roll	*X*	*X*	*X*	*X*
	Climb performance/rate of climb (ROC) during missed approach			*X*	*X*
	Climb performance/rate of climb (ROC) one engine in-operative (OEI) missed approach				*X*
	Minimum climb gradient in %			*X*	*X*

Helicopters		***VFR***		***IFR***	
Phases of flight	***Required calculations***	***Single engine***	***Multi engine***	***Single engine***	***Multi engine***
Take off	*Climb performance/rate of climb (ROC)*	*X*	*X*	*X*	*X*
	Climb performance/rate of climb (ROC) one engine inoperative (OEI)		*X*		*X*
	Take off decision point (TDP)		*X*		*X*
	Minimum climb gradient in %			*X*	*X*
En route	*V_{NE} at current temperature at planned altitude*	*X*	*X*	*X*	*X*
	Service ceiling one engine inoperative (OEI)		*X*		*X*
	True air speed (TAS)	*X*	*X*	*X*	*X*
Landing	*Hovering in ground effect (HIGE)*	*X*	*X*	*X*	*X*
	Hovering out of ground effect (HOGE)	*(X)*	*(X)*	*(X)*	*(X)*
	Landing decision point (LDP)		*X*		*X*
	Climb performance/rate of climb (ROC) during missed approach / Go Around	*X*	*X*	*X*	*X*
	Climb performance/rate of climb (ROC) one engine in-operative (OEI) missed approach / Go Around		*X*		*X*
	Minimum climb gradient in %			*X*	*X*

3.3.2 Flight planning (fuel / energy, oil, minimum safe altitude, navigation equipment etc.)

RB 3.3.2 ISS1 / REV7 / 28.06.2022

CA
EVALUATION METHOD

	ORA.ATO.130/230 ORA.ATO.140 NCO.GEN.105 NCO.OP.100 NCO.OP.125 NCO.OP.135 NCO.OP.140 NCO.OP.141 NCO.OP.142 NCO.OP.143 NCO.OP.144 LEGAL REFERENCE
OM/TM CL TOPIC 3-OMC2-160 Ch.-OM Ch.-Seq.-No.	OM Part C, Chapter x.2.x «Flight planning» OM Part A, Chapter 8.1 «Flight preparation» OM Part A, Chapter 8.1.1 «Minimum flight altitudes» OM Part A, Chapter 8.1.2 «Criteria and responsibilities for determining the adequacy of aerodrome to be used» OM Part A, Chapter 8.1.7 «Determination of the quantities of fuel / energy, oil and water methanol carried» OM Part A, Chapter 8.1.9 «Air traffic services flight plan» OM Part A, Chapter 8.1.10 «Operational Flight Plan» OM Part C, Chapter 1.x «Sourcing of instruction and information» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there a statement that the organisation uses only aerodromes that are suitable for the type of aircraft used and for the training provided?
- ☐ Is there a statement that no flight shall be commenced unless the aircraft carries sufficient fuel / energy and oil for the intended flight?
- ☐ Specific to the type of flight, is the required minimum amount of fuel / energy specified?
- ☐ Does the organisation provide requirements to compile a navigation flight plan?
  - ☐ Is there a statement that a navigation flight plan should be compiled and used for VFR en route and for all IFR flights?
- ☐ Are there provisions related to the selection and use of aerodromes / operating sites?
  - ☐ Is there a statement that the organisation uses aerodromes / operating sites that are suitable for the type of aircraft used and course of training provided?
  - ☐ Is there a provision that, before commencing a flight, the instructor and student/pilot in command shall ascertain that, at the expected time of use, the aerodrome will be available and that the required ancillary services are provided for the intended flight?
  - ☐ For VFR flights:
    - ☐ Is there a requirement which specifies the planning of an alternative course of action to provide for the eventuality that the flight cannot be completed as planned?
  - ☐ For IFR flights (if applicable):
    - ☐ Are there conditions if and when alternate aerodromes are required?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Provisions related to flight planning in general

- Refer to FOCA CL OM/TM, Chapter 3.1.19 «Flight planning (general)»

Navigation flight plan

- A navigation flight plan should be compiled and used for VFR en route and for all IFR flights.
- An organisation may provide an operational flight form, appropriate to the scope of activity. The form and its application shall be standardised. When designing the form, the following may be considered:

Layout	• the form shall be structured using defined sections • the format, structure and font used have to be suitable and readable • fields to note specific information should provide enough space for hand writing
Flight Information	• aircraft registration • aircraft type and variant • date of flight • name of pilot • place of departure • time of departure (actual off-block time, take-off time) • place of arrival (planned and actual) • time of arrival (actual landing and on-block time)
Navigation plan and log	• route and route segments with checkpoints/waypoints • distances, time and tracks • planned cruising speed and flying times between check-points/waypoints • estimated and actual times overhead (ETO/ATO) • minimum altitudes, planned altitudes and flight levels
Fuel / engery calculation log	• required amounts of fuel / energy • destination • alternate, if required • reserve • total endurance • fuel / energy on board when starting engines • records of in-flight fuel / energy checks • fuel / energy on board after engine shut down
Weather information	• space to log relevant aerodrome and meteorological information including ATIS

Selection and use of aerodromes / operating sites

- The organisation shall only use aerodromes / operating sites that are suitable for the type of aircraft used and scope of activity provided:
  - Refer also to FOCA CL OM/TM, Chapter 3.3.6 «Training routes and areas».
- The selection and requirements for the determination and use of aerodromes / operating sites are to be specified:
  - It shall ensure that sufficient means are available to navigate and land at the destination aerodrome or at any destination alternate aerodrome in the case of loss of capability for the intended approach and landing operation.
- The requirements and conditions to select a destination alternate shall be specified.
- The organisation shall insert the requirement that, before commencing a flight, the instructor and student/pilot in command shall ascertain that the space based and ground facilities, including communication facilities and navigation aids available and directly required on such a flight, are suitable and available for the intended flight and the safe operation of the aircraft.

Fuel / energy and oil quantities and planning

- The organisation shall provide:
  - requirements for the determination of fuel / energy quantities specifying the:
    - type of flight;
    - amount of fuel / energy specific to the conditions to the intended flight;
    - Final Reserve Fuel (FRF) / energy.
  - Guidance to ensure that both the instructor/examiner and the student/applicant are familiar with the fuel / energy calculation for the intended flight and the actual fuel / energy data of the aircraft used.

Example

For provisions related to flight planning in general:

- *Refer to OM A, Chapter x.19.x «Flight planning (general)»*

Completion of a navigation flight plan

The basic principles of air navigation includes the process of planning, recording and controlling the movement of aircraft from one place to another

A navigation flight plan should be compiled and used for VFR en route and for all IFR flights. During flight, all navigation data are to be utilised and associated entries in the navigation flight plan form are to be made concurrent with the progress of the flight.

The compiling of navigation data and the associated completion of a navigation flight plan is a major part of the flight planning phase. The completion of a navigation flight plan includes the following main steps:

- *Selection of aerodromes / operating sites, planning of the route, compiling the navigation data;*
- *Calculation of the amount of fuel / energy required;*
- *Calculation of mass and balance;*
- *Calculation of performance data;*
- *Preparation of an ATC flight plan if required.*

Example of a VFR Navigation Flight Plan

NAVIGATION FLIGHTPLAN						TAS		FUEL FLOW
ACFT IDENT			BLOCK / T/O			CLIMB		/hr
PILOT			BLOCK / LDG			CRUISE		/hr
DATE			FLIGHT TIME			ALTERNATE		/hr
LEG NR.			HOUR METER			HOLDING		/hr

MT	FRQ	C/S	CHECKPOINT	DIST	GS	EET	ETO	NOTES

FUEL CALCULATION			DEPARTURE DATA	ARRIVAL DATA
	FUEL	TIME		
TAXI+RUN-UP		---		
CLIMB				
CRUISE				

BURN-OFF			STAT.	GMT	WEATHER
ROUTE RES. 10%		---			
ALTERNATE					
HOLDING		30'/45'			
MINIMUM BLOCK					
ADDITIONAL					
ACTUAL BLOCK			PILOT SIGNATURE		

Example of an IFR Navigation Flight Plan

NAVIGATION FLIGHTPLAN			EST	ACT		TAS	FUEL FLOW	T/O DATAS	V - SPEEDS	
ACFT IDENT	T/O		:	:	CLIMB	KIAS	/hr	WIND	Vr	
PILOT	LDG		:	:	CRUISE	KIAS	/hr	OAT	Vyse	
DATE	FLIGHT TIME		:	:	ALTERNATE	KIAS	/hr	QNH	Vy	
LEG NR.					HOLDING	KIAS	/hr	RWY	Vref	

MORA	PFL	WIND	WCA	MH	FRQ	C/S	CHECKPOINT	DIST	GS	EET	ETO	ATO	ETA	NOTES

FUEL CALCULATION			DEPARTURE CLEARANCE :		ARRIVAL CLEARANCE :
	FUEL	ENDUR.			
TAXI+RUN-UP		---			
CLIMB					
CRUISE			STAT.	GMT	WEATHER
BURN-OFF					
ROUTE RES. 10%		---			
ALTERNATE					
HOLDING		45'			
MINIMUM BLOCK					
ADDITIONAL					

Submission of Air Traffic Service (ATS) flight plan

For procedures related to the submission of an ATS flight plan refer to:

- *AIP Switzerland, ENR 1.10 «Flight Planning»;*
- *AIP Switzerland, VFR Manual, VFR RAC 1; or*
- *other commercially produced route and aerodrome information and documentation.*

Selection and use of aerodromes

As a prerequisite for the intended flight, the planning includes the selection of suitable destinations and, if required, of alternate aerodromes.

Before commencing a flight, the instructor and student/pilot in command shall ascertain by every reasonable means available that the space based and ground facilities, including communication facilities and navigation aids available and directly required on such a flight, are suitable and available for the intended flight and the safe operation of the aircraft. Associated with meteorological condition and determination of minimum fuel / energy quantity required, the selection of aerodromes should take into account the following definitions and provisions:

1	***General Policy***	*The organisation uses only aerodromes that are suitable for the type of aircraft used and course of training provided;*
2	***Adequate aerodrome***	*Means an aerodrome on which the aircraft can be operated, taking into account the applicable performance requirements, runway characteristics and course of training provided;*
3	***Weather-permissible aerodrome***	*Means an adequate aerodrome where, for the anticipated time of use, meteorological reports or forecasts, or any combination thereof, indicate that the meteorological conditions will be at or above the required aerodrome operating minima, and the runway surface condition reports indicate that a safe landing will be possible;*

Alternate aerodrome definitions		
An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing where the necessary services and facilities are available and where aircraft performance requirements can be met and which is operational at the expected time of use. Alternate aerodromes include the following:		
Take-off alternate	***En Route Alternate (ERA)***	***Destination alternate***
An alternate aerodrome at which an aircraft would be able to land if it becomes necessary shortly after take-off and it is not possible to use the aerodrome of departure.	*An alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while en route.* ***Fuel/energy ERA*** *Means an ERA aerodrome that is required at the planning stage for use in the calculation of fuel/energy.*	*An alternate aerodrome at which an aircraft would be able to land should it become either impossible or inadvisable to land at the aerodrome of intended landing.*
Note: The aerodrome from which a flight departs may also be an en route or a destination alternate aerodrome for that flight.		

<table>
<tr><td colspan="3">Selection and planning minima of aerodrome (A/H)</td></tr>
<tr><td colspan="2">VFR Day and night</td><td>Planning of an alternative course of action to provide for the eventuality that the flight cannot be completed as planned.</td></tr>
<tr><td rowspan="4">IFR Destination alternate</td><td>Instrument approach operations</td><td>The pilot-in-command shall only select an aerodrome as a destination alternate aerodrome if either:
an IAP that does not rely on GNSS is available either at the destination aerodrome or at a destination alternate aerodrome, or
all of the following conditions are met:
the onboard GNSS equipment is SBAS-capable;
the destination aerodrome, any destination alternate aerodrome, and the route between them are within SBAS service area;
ABAS is predicted to be available in the event of the unexpected unavailability of SBAS;
an IAP is selected (either at destination or destination alternate aerodrome) that does not rely on the availability of SBAS;
an appropriate contingency action allows the flight to be completed safely in the event of unavailability of GNSS.</td></tr>
<tr><td colspan="2">Aeroplane (A)</td></tr>
<tr><td>Selection</td><td>The pilot-in-command shall specify at least one destination alternate aerodrome in the flight plan, unless the available current meteorological information for the destination indicates:
for the period from 1 hour before until 1 hour after the estimated time of arrival; or
from the actual time of departure to 1 hour after the estimated time of arrival;
whichever is the shorter period:
a ceiling of at least 1 000 ft above the DH/MDH for an available instrument approach procedure (IAP); and
a visibility of at least 5 000 m.</td></tr>
<tr><td>Planning minima</td><td>An aerodrome shall not be specified as a destination alternate aerodrome unless the available current meteorological information indicates:
for the period from 1 hour before until 1 hour after the estimated time of arrival; or
from the actual time of departure to 1 hour after the estimated time of arrival;
whichever is the shorter period:
for an alternate aerodrome with an available instrument approach operation with DH less than 250 ft:
a ceiling of at least 200 ft above the decision height (DH) or minimum descent height (MDH) associated with the instrument approach operation; and
a visibility of at least 1 500 m; or
for an alternate aerodrome with an instrument approach operation with DH or MDH 250 ft or more:
a ceiling of at least 400 ft above the DH or MDH associated with the instrument approach operation; and
a visibility of at least 3 000 m; or
for an alternate aerodrome without an IAP,
a ceiling of at least the higher of 2 000 ft and the minimum safe IFR height; and
a visibility of at least 5 000 m.</td></tr>
</table>

Selection and planning minima of aerodrome		
IFR Destination alternate	***Helicopter (H)***	
	Selection	*The pilot-in-command shall specify at least one destination alternate aerodrome in the flight plan, unless the available current meteorological information for the destination indicates:* • *for the period from 1 hour before until 1 hour after the estimated time of arrival;* ***or*** • *from the actual time of departure to 1 hour after the estimated time of arrival;* *whichever is the shorter period:* • *a ceiling of at least 1 000 ft above the DH/MDH for an available IAP; and* • *a visibility of at least 3 000 m.*
	Planning minima	*An aerodrome shall not be specified as a destination alternate aerodrome unless the available current meteorological information indicates:* • *for the period from 1 hour before until 1 hour after the estimated time of arrival;* ***or*** • *from the actual time of departure to 1 hour after the estimated time of arrival;* *whichever is the shorter period:* • *for an alternate aerodrome* ***with an IAP****:* – *a ceiling of at least 200 ft above the DH or MDH associated with the IAP; and* – *a visibility of at least 1 500 m by day or 3 000 m by night; or* • *for an alternate aerodrome* ***without an IAP****:* – *a ceiling of at least the higher of 2 000 ft and the minimum safe IFR height; and* – *a visibility of at least 1 500 m by day or 3 000 m by night.*

Determination of fuel / energy and oil quantities

The pilot-in-command shall ensure that the quantity of fuel / energy and oil that is carried on board is sufficient, taking into account:

- *the meteorological conditions;*
- *elements affecting the performance of the aircraft;*
- *delays that are expected in flight; and,*
- *contingencies that may reasonably be expected to affect the flight.*

The pilot-in-command shall plan a quantity of fuel / energy to be protected as Final Reserve Fuel (FRF) / energy to ensure a safe landing.

The planned FRF / energy should be protected as a reserve in normal operations. If the fuel / energy on board falls below the FRF / energy, the pilot-in-command should consider this to be an emergency. The FRF / energy should not be used as contingency fuel in normal operations.

The pilot-in-command shall take into account all of the following, and in the following order of priority, to determine the quantity of the final reserve fuel/energy:

- *the severity of the hazard to persons or property that may result from an emergency landing after fuel/energy starvation; and*
- *the likelihood of unexpected circumstances that the final reserve fuel/energy may no longer be protected.*

The quantity of the FRF / energy should be planned before flight and be an easily recalled figure against which the pilot-in-command can assess the current fuel/energy state of the aircraft.

When planning the fuel / energy quantity, in case of holding, and if the aircraft documentation does not provide approved data for the holding regime, the pilot should derive the fuel / energy flow data from the long-range / best-range cruise data or, if this is not provided, from the lowest available cruise data in power setting tables.

A flight shall only be commenced, if the aircraft carries sufficient fuel / energy and oil for the following:

Aeroplanes			
Type of flight		***Minimum amount of fuel***	
		Condition	***Final Reserve Fuel / energy***
VFR day	*Visual circuits*	• *taking-off and landing at the same aerodrome and always remaining in sight of that aerodrome* • *time to fly the number of visual circuits*	• *thereafter to fly for at least **10** minutes at maximum continuous cruise power at 1500 ft (450m) above the aerodrome*
	En route flight and air exercise	• *to fly to the aerodrome of intended landing; and/or* • *the time to complete the air exercise(s)*	• *thereafter to fly for at least **30** minutes at holding speed at 1500 ft (450m) above the destination*
VFR night	*Visual circuits*	• *taking-off and landing at the same aerodrome*	• *time to fly the number of visual circuits; and* • *thereafter to fly for at least **45** minutes at holding speed at 1500 ft (450m) above the destination or destination alternate*
	En route flight	• *to fly to the aerodrome of intended landing*	• *thereafter to fly for at least **45** minutes at holding speed at 1500 ft (450m) above the destination or destination alternate*
IFR	*Destination alternate required*	• *to fly to the aerodrome of intended landing and to an alternate aerodrome*	• *thereafter to fly for at least **45** minutes at holding speed at 1500 ft (450m) above the destination or destination alternate*
	No destination alternate required	• *to fly to the aerodrome of intended landing*	

Helicopters			
Type of flight		***Minimum amount of fuel***	
		Condition	***Final Reserve Fuel / energy***
VFR	*Visual circuits day*	• *taking-off and landing at the same aerodrome / landing site* • *time to fly the number of visual circuits*	• *thereafter to fly for at least **10** minutes at best range speed*
	All other VFR flights, including night	• *to fly to the aerodrome/operating site of intended landing*	• *thereafter to fly for at least **20** minutes at best range speed*
IFR	*Destination alternate required*	• *to fly to the aerodrome of intended landing and to an alternate aerodrome*	• *thereafter fly for **30** minutes at holding speed at 450m (1500ft) above the destination or destination alternate aerodrome / operating site*
	No destination alternate required	• *to fly to the aerodrome of intended landing*	

Aircraft type specific

- *information and data for fuel / energy consumption;*
- *detailed instruction on how to use the provided data;*
- *unit of fuel / energy measurement;*
- *fuel icing protection requirements*

are to be found in the manual provided by the manufacturer. Refer to the «List of aircraft used for training», column «Operations Manual Part B Reference».

Both the instructor/examiner and the student/applicant are familiar with the fuel / energy calculation and the actual fuel / energy data of the aircraft used.

As a part of the pre-flight planning, the pilot in command/student shall make a careful calculation of the required amount of fuel / energy specific to the intended flight session. In addition, the following shall be taken into consideration:

- *the correct and consistent application of the fuel / energy consumption data including associated unit of measurement as applicable for the concerned aircraft;*
- *the actual and forecast meteorological conditions;*
- *the planning of an alternative course of action to provide for the eventuality that the flight cannot be completed as planned;*
- *possible traffic delays for the anticipated ATC routings and aerodromes;*
- *any other condition that may delay the landing of the aircraft (e.g. temporary operating restriction or closing of a runway, FATO and/or aerodrome, required re-routing);*
- *procedures specific to the type of aircraft, such as failure of one engine while en route, loss of pressurisation or any other condition that may increase the fuel / energy and oil consumption.*

As part of the briefing, the instructor shall evaluate the student's fuel / energy calculation prior to commencing the flight.

Oil quantity

As part of the pre-flight inspection and always prior to starting an engine, the pilot in command/student must ensure that the engine oil quantity and level is in compliance with the limitations stated in the aircraft flight manual or an equivalent manual provided by the manufacturer.

Minimum Safe Altitude

- *For VFR refer to the AIP Switzerland, VFR Manual;*
- *For IFR refer to the AIP Switzerland, ENR 1; or*
- *Refer to commercially produced route and aerodrome information and documentation.*

3.3.3	**Loading (load sheets, mass, balance and limitations)** RB 3.3.3 ISS1 / REV3 / 23.01.2018	CA EVALUATION METHOD
	ORA.ATO.130/230 NCO.GEN.105 NCO.POL.100 NCO.POL.105 LEGAL REFERENCE	
OM/TM CL TOPIC 3-OMC3-165 Ch.-OM Ch.-Seq.-No.	OM Part C, Chapter x.3.x «Loading» OM Part A, Chapter 8.1.8 «Mass and centre of gravity» OM Part B, Chapter 1 «Limitations» OM Part B, Chapter 6 «Mass and balance» OM Part B, Chapter 7 «Loading» MANUAL REFERENCE	

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement that during any phase of flight, the loading, the mass and the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the aircraft flight manual (AFM)?

☐ Is there guidance on how to define the data required to calculate mass and balance?

☐ Is a form provided to calculate mass and balance data?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

During any phase of flight, the loading, the mass and the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the aircraft flight manual (AFM), or equivalent document.

It is the responsibility of the instructor/student/pilot in command to ensure that an aircraft is loaded in such a way, as to meet the limitations related to all mass and centre of gravity (CG) detailed in the appropriate aircraft flight manual (AFM) or equivalent documentation before each flight.

Namely:

- the maximum authorised zero fuel mass (MZFM);
- the maximum authorised ramp mass (MRM);
- the maximum authorised take off mass during take-off (MTOM);
- the maximum authorised landing mass during landing (MLM).

Any change of mass and centre of gravity (CG) position should be revised whenever the cumulative changes to the dry operating mass exceeds ± 0.5 % of the maximum landing mass or, for aircraft, the cumulative change in CG position exceeds 0.5 % of the mean aerodynamic chord. This may be done by weighing the aircraft or by calculation and has to be accomplished by an approved maintenance organisation or the manufacturer of the aircraft. All modifications on the mass and balance shall be properly documented and made available to the pilot in command.

Lateral balance of an airplane is usually of little concern and is not normally calculated. Some helicopters, especially those equipped for hoist operations, are sensitive to the lateral position of the CG and their Pilot's Operating Handbook/Rotorcraft Flight Manual (POH/RFM) include both longitudinal and lateral CG envelopes, as well as information on the maximum permissible hoist load or from which seat solo flights shall be conducted.

Example

No aircraft shall be operated with a mass greater than the maximum mass indicated and a centre of gravity different from the limitation detailed in the respective aircraft flight manual (AFM) or equivalent.

Both, the instructor/examiner and the student/applicant are familiar with the mass and balance calculation and the actual data of the aircraft used.

Before each flight a mass and balance calculation shall be compiled in the calculation form provided and carried on board. As a part of the briefing, the instructor shall evaluate the student's mass and balance calculation prior to commencing the flight.

The following points shall be adhered to:

- *only actual mass for crew (instructor/student/pilot in command), passengers and baggage shall be used;*
- *only mass limitations specified in the aircraft flight manual (AFM) or equivalent shall be used;*
- *the calculation of the position of the centre of gravity (CG) for:*
  - *zero fuel mass (ZFM);*
  - *take off mass (TOM);*
  - *landing mass (LM);*
- *the mass of fuel shall be calculated with following standard density values:*

Type of fuel	***Standard density values***
JET A1	*0.8 kg / litre*
AVGAS 100LL	*0.72 kg / litre*
…	*…*

Example of a mass and balance calculation form

	Mass kg	*Arm m*	*Moment kgm*	*CG* m*
Basic empty mass				
Passengers (Rear Seats)				
Passengers (Front Seats)				
Baggage (maximum xxx kg)				
***Zero Fuel Mass** (maximum xxx kg)*				
Fuel (maximum xx USG = xxx kg)				
***Ramp mass** (maximum xxxx kg)*				
./. Taxi and run up				
***Take off mass** (maximum xxxx kg)*				
./. Trip fuel				
***Landing mass** (maximum xxxx kg)*				

*) for CG limitation refer to AFM

Note: The design of the form shall provide information for the units of measurement to be used.

3.3.4	**Weather minima (flying instructors)** RB 3.3.4 ISS1 / REV8 / 30.05.2023	CA EVALUATION METHOD
	ORA.ATO.130/230 Part NCO Subpart B LEGAL REFERENCE	
OM/TM CL TOPIC 3-OMC4-170 Ch.-OM Ch.-Seq.-No.	OM Part C, Chapter x.4.x «Weather minima (flying instructor)» OM Part A, Chapter 8.1.3 «Methods and responsibilities for establishing aerodrome operating minima» OM Part A, Chapter 8.1.4 «En route operating minima for VFR flights» OM Part A, Chapter 8.4 «Low visibility operations (LVO)» OM Part C, Chapter 1.x «Sourcing of instruction and information» MANUAL REFERENCE	

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there an explanation that minimum weather requirements are to be found in the AIP of the State concerned or other commercially produced route and aerodrome information and documentation?

☐ Is there a requirement that a flight shall only be commenced or continued if the actual meteorological condition is at or above the applicable minimum?

☐ Is there a statement that, before commencing a flight, the instructor and student/pilot in command shall be familiar with all available meteorological information?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The applicable VFR/IFR minimum weather requirements are published in the AIP of the State concerned or other commercially produced route and aerodrome information and documentation. This information shall at least be stated and the organisation is to include a reference to the applicable document.
- The organisation shall include the following provisions:
  - A flight session shall only commence or continue if the latest available meteorological information indicates that the meteotological conditions along the route and at the intended destination and, if applicable, destination alternate aerodrome, at the estimated time of use, will be at or above the applicable operating minimum.
  - In case of volcanic ash, the degree of known or forecasted contamination, hazards, avoidance, aircraft operating and manufacturer considerations.
  - Both, the instructor/examiner and the student/applicant, are to be familiar with the minimum weather requirements and the actual meteorological condition at the time of use.

Example

General provisions for weather requirements and minima can be found in the AIP and associated charts/maps or commercially produced route and aerodrome documentation – insert product name of the accepted documentation of the organisation.

Minimum weather requirements and the actual meteorological condition are standard elements of the briefing and have to be constantly considered during flight.

In case of volcanic ash refer to the considerations listed in OM A, Chapter x.19.x «Flight planning (general)».

A flight session shall only commence or continue if the latest available meteorological information indicates that the meteorological conditions along the route and at the intended destination and, if applicable, destination alternate aerodrome, at the estimated time of use, will be at or above the applicable operating minimum.

Both, the instructor/examiner and the student/applicant, are to be familiar with the minimum weather requirements and the actual meteorological condition at the time of use.

VFR Flights

- *For the minimum values to conduct VFR Flights refer to:*
  - *VFR Manual, VFR RAC 1.*
- *When determining the minimum weather required for the intended flight session, the following shall be at least considered:*
  - *A VFR flight shall only be commenced or continued if the latest available meteorological information indicates that the meteorological conditions along the route and at the intended destination, at the estimated time of use, will be at or above the applicable VFR operating minimum.*
  - *the dimensions and characteristics of the instruction;*
    - *traffic pattern (circuits);*
    - *air exercise and en route;*
  - *student training status/progress and experience;*
  - *the equipment available on the aircraft for the purpose of navigation;*
  - *the aircraft performance;*
  - *level of progress of the student pilot (refer also to weather minima for students);*
  - *for night operations, adequacy and performance of the available visual and non-visual ground aids and sufficient lighting in operation to illuminate the runway / final approach and take-off area (FATO) and any relevant obstacle for night operations;*
  - *….*

IFR Flights

For flights under instrument flight rules (IFR), aerodrome operating minima and procedures for each take-off, departure, destination and alternate aerodrome, if applicable, shall be selected and used as published in the AIP of the respective State or commercially produced route and aerodrome documentation – insert product name of the accepted documentation of the organisation.

When selecting the aerodrome operating minima, the following shall be taken into account:

- *Type, performance and handling characteristics of the aircraft;*
- *student competence and experience;*
- *dimensions and characteristics of the runways, FATO and final approach;*
- *adequacy and performance of the available visual and non-visual ground aids;*
- *sufficient lighting in operation to illuminate the runway / final approach and take-off area (FATO) and any relevant obstacle for night operations;*
- *available equipment on the aircraft for the purpose of navigation and/or control of the flight path, during take-off, approach, flare, landing, rollout and missed approach;*
- *for helicopters, specific requirements outside of runway environment;*
- *obstacles at take-off, departure, approach, missed approach and climb-out areas necessary for the execution of contingency procedures;*
- *obstacle clearance altitudes/heights for the instrument approach procedures;*
- *means to determine and report meteorological conditions;*
- *take-off minima should ensure sufficient guidance to control the aircraft in the event of both, a rejeceted take-off and an engine failure after rotation;*
- *flight technique to be used during the final approach.*
- *The minima for a specific type of approach and landing procedure shall be used if:*

- *the ground equipment required for the intended procedure is operative;*
- *the aircraft systems required for the type of approach are operative;*
- *the required aircraft performance criteria are met.*

Before commencing an approach to land, the following shall not prevent a safe approach, landing or missed approach:

- *the weather at the aerodrome or operating site; and*
- *the condition of the final approach and take-off area (FATO).*

3.3.5 Weather minima (students – at various stages of training)

RB 3.3.5 ISS1 / REV7 / 28.06.2022

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part NCO Subpart B LEGAL REFERENCE
3-OMC5-175 Ch.-OM Ch.-Seq.-No.	OM Part C, Chapter x.5.x «Weather minima (students – at various stages of training)» OM Part A, Chapter 8.7.x «Training flights» OM Part D, Chapter 2 «Training syllabi and checking programmes» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide minimum weather requirements for students depending on the type of training?

☐ Is there a policy that the instructor may modify the minimum weather requirements depending on the level of performance and the fitness of the student?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The applicable VFR/IFR minimum weather requirements as published in the AIP of the State concerned or other commercially produced route and aerodrome information and documentation, also apply as basis for students. The organisation shall specify provisions for minimum weather requirements for students depending on the type of training and session target:
  - The provisions and applicable minima may be included in the respective session of the concerned syllabus; or
  - as an overview in the OM Part C, Chapter x.5.x «Weather minima (students – at various stages of training)».
- The organisation shall state that the instructor may modify the minimum weather requirements depending on the level of performance and the fitness of the student, but must never be lower than the applicable minima.

Example

In general, the published minimum weather requirements apply. Depending on the type of training the following provisions for students are applicable:

<table>
<tr><td colspan="3">General</td></tr>
<tr><td colspan="3">

Depending on the level of performance and the fitness of the student, weather requirements may be modified by the instructor.
Must never be lower than the applicable minimum weather requirements.
Aircraft are to be operated within the limitations contained in the aircraft flight manual (AFM).Special consideration should be given to:

Maximum demonstrated cross wind;
Temperature;
Icing conditions;
Density Altitude;
Volcanic ash cloud, haze or odour;
…

…

</td></tr>
<tr><td colspan="2">Type of training</td><td>Requirements</td></tr>
<tr><td colspan="2">Introductory flights – trial lesson</td><td>Applicable VFR minimum weather requirements, no gusts and turbulences
Density altitude: maximum xxxx ft
…</td></tr>
<tr><td rowspan="4">Dual instruction</td><td>Circuit</td><td rowspan="3">Applicable VFR minimum weather requirements
Wind: maximum xx kts
…</td></tr>
<tr><td>Air exercise</td></tr>
<tr><td>Cross country</td></tr>
<tr><td>IFR</td><td>Applicable IFR minimum weather requirements</td></tr>
<tr><td rowspan="2">Solo flight</td><td>Circuit</td><td>Ceiling: minimum xxxx ft
Visibility: minimum x km
Wind: maximum xx kts
…</td></tr>
<tr><td>Cross country</td><td>Ceiling: minimum xxxx ft
Visibility: minimum x km
Wind: maximum xx kts
…</td></tr>
</table>

3.3.6 Training routes or areas

RB 3.3.6 ISS1 / REV7 / 28.06.2022

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 ORA.ATO.140 NCO.OP.100 FCL.010 FCL.110.A FCL:210.A Part FCL Appendix 3, Subpart E FCL.310.A LEGAL REFERENCE
3-OMC6-180 Ch.-OM Ch.-Seq.-No.	OM Part C, Chapter x.6.x «Training routes or areas» OM Part A, Chapter 8.1.x «Flight preparation instructions» OM Part C, Chapter 1.x «Route / role / area and aerodrome instructions and information» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are there designated areas for air exercises, training of flying skills and procedures?

☐ Are there defined aerodromes / operating sites to be used for training, which are suitable for the type of aircraft used for training and for the concerned flight session?

☐ Are the cross country routes either defined in:

- ☐ the respective syllabi; or
- ☐ as an overview in this chapter?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organisation shall use aerodromes / operating sites that have the appropriate facilities and characteristics to allow training of the manoeuvres, taking into account the training provided and the category and type of aircraft used. In addition, the organisation shall define and designate areas for air exercises, training of flying skills and procedures.
  - For provisions related to the selection and use of the aerodromes / operating sites refer to FOCA CL OM/TM, Chapter 3.3.2 «Flight planning (fuel / energy, oil, minimum safe altitude, navigation)».
  - For training areas restrictions in relation to the preparation of the daily flying programme refer to FOCA CL OM/TM, Chapter 3.1.6 «Preparation of flying programme (restriction of numbers of aircraft in poor weather)».
- Route planning and the compiling of a navigation plan shall be made by using the instructions, information and charts provided by the AIP or commercially produced publications. The organisation shall define details of routes in the syllabi by considering:
  - session target and level of training;
  - general safety concerns and the complexity of the airspace structure;
  - special hazards in the surrounding area.
- Routes for cross country may be defined in the syllabi or as a general overview in this chapter. The course of training for the concerned type of licence requires the minimum range, duration and number of landings which have to be considered when defining cross country routes.
- Designated areas for air exercises, training of flying skills and procedures shall be defined considering geographical and altitude limits.

Example

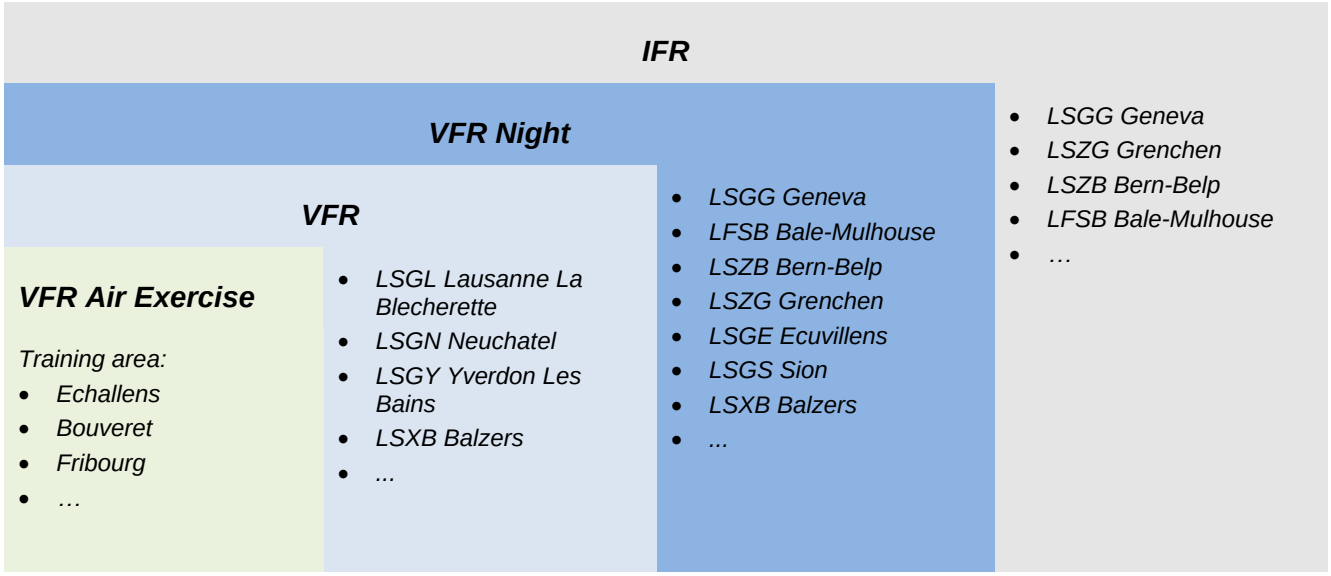
For instructions and information related to aerodromes/airfields, charts and navigation aids including routes and communication refer to:

- *AIP Switzerland and/or VFR Manual; or*
- *other commercially produced route and aerodrome information and documentation.*

For restricted and danger areas as well as temporary reserved areas refer to the Daily Airspace Bulletin Switzerland (DABS) issued by Skyguide.

Training areas and aerodromes used for training

In conformity with the training specification detailed in the syllabi and appropriate for the type of aircraft used for training, the organisation uses the following aerodromes / operating sites and area:



- *For provisions related to the selection and use of the aerodromes / operating sites during the flight planning phase refer to OM Part C, Chapter x.3.x «Flight planning (fuel / energy, oil, minimum safe altitude, navigation)».*
- *For selection and reconnaissance of operating sites the well known «WAHIBELU» may be used:*
  - *Wind*
  - *Anflugachse*
  - *Hindernisse*
  - *Beleuchtung*
  - *Umgebung*

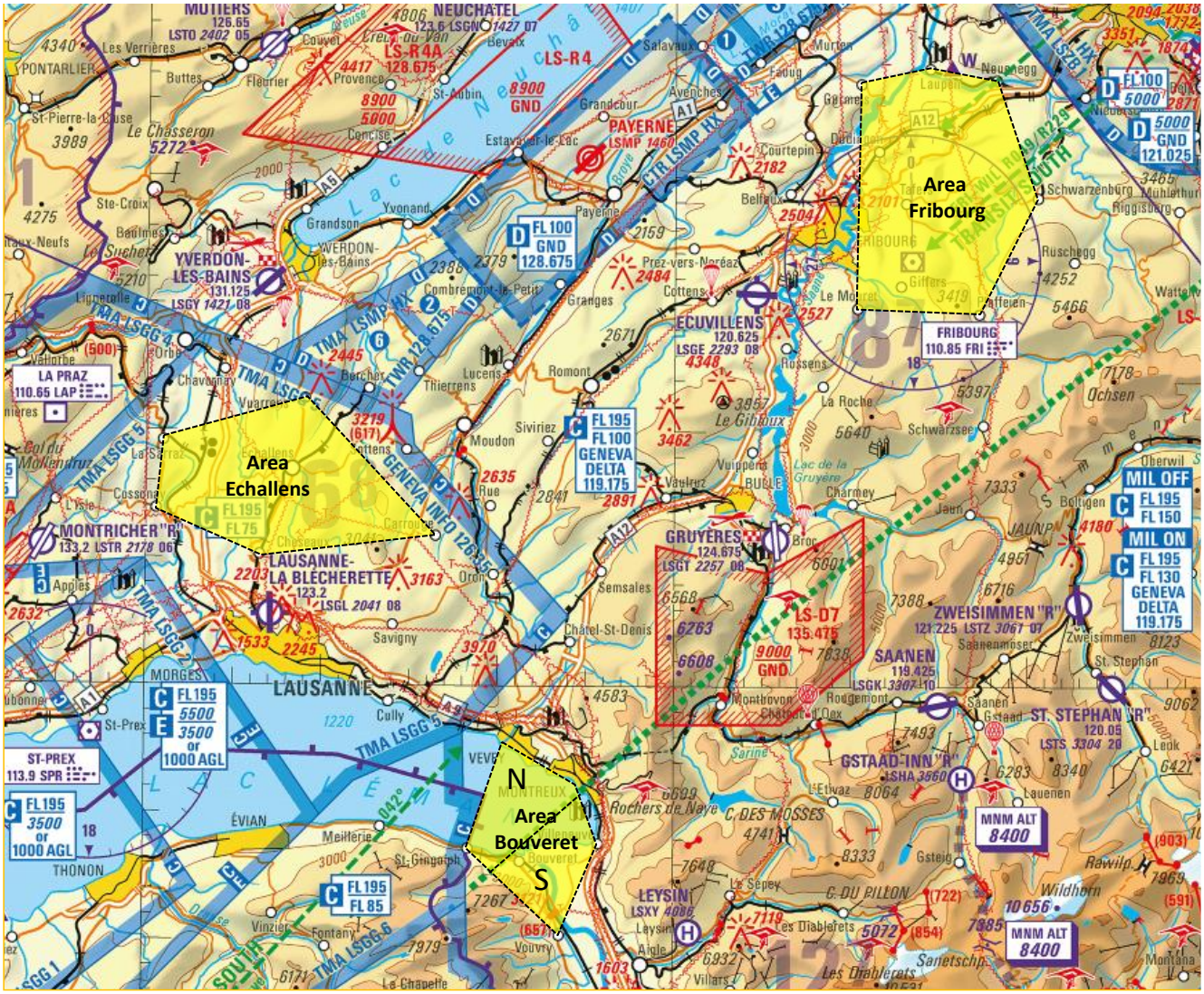
In addition, nature protection areas (quiet nature, peaceful nature and quiet deer zones) should be avoided and noise emissions in the same area should be limited.

Training area:

The following training areas are defined and may be selected specific to the intended flight session:

Area	*Range*	*Altitude Restrictions*
Fribourg	*Gurmels – Laupen-Neuenegg – Schwarzenburg – Plaffeien – Le Mouret – Gurmels*	*GND and FL100*
Bouveret	*Vevey – Montreux – Villeneuve – Vouvry – St.Gingolph – Vevey*	*Sector N / GND and FL100* *Sector S / GND and FL130*
Echallens	*Vuarrens – Carrouge – Cheseaux – Cossonay – La Sarraz – Vuarrens*	*GND and FL075*
…	*…*	*…*

- *For training area restrictions concerning the planning of the daily training programme refer to OM Part A, Chapter x.6.x «Preparation of flying programme».*



ICAO Aeronautical Chart, mobile version, status of data 06.03.2013

Standard navigation/cross country flights:

Experience requirements include cross country flights. Cross country, means a flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures. The course of training for the concerned type of licence requires the minimum range, duration and number of landings. The following standard routes apply:

Licence	***Minimum Range***	***Number of Landing***	***Route***	***Minimum Duration***
LAPL	*80 NM*	*1*	*LSGL –Yverdons - LSGE – Montreux – LSGL*	*3 hours*
PPL	*150 NM*	*2*	*LSGL – LSZF – LSZI – LSGL*	*5 hours*
CPL	*300 NM*	*2*	*…*	*n/a*
…	*…*		*…*	*…*

3.4 OM Part D «Personnel training»

Ch. 3.4 ISS1 / REV0 / 04.01.2016

3.4.1 Appointment of persons responsible for standards/competence of flight personnel

CA
EVALUATION METHOD

RB 3.4.1 ISS1 / REV0 / 04.01.2016

OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.130/230 FCL.920 LEGAL REFERENCE
3-OMD1-185 Ch.-OM Ch.-Seq.-No.	OM Part D, Chapter x.7.x «ATO personnel standards evaluation» OM Part A, Chapter 2.1.x «Competence of Operations Personnel» MANUAL REFERENCE

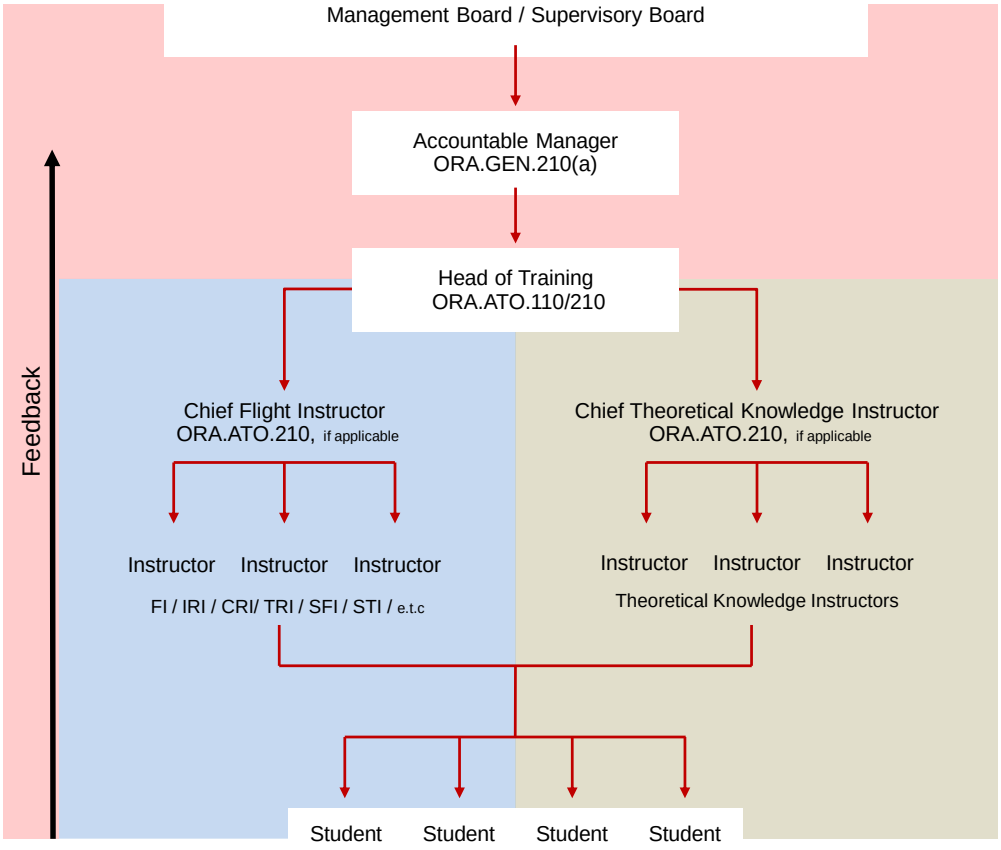
IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement, that the appointed person responsible for the standardisation of all flight instructions and the evaluation of the instructor's individual performance is the owner of the function Head of Training or, depending on the type of organisation, the Chief Flight Instructor?

☐ For the identification of the person responsible for standards/competence of flight personnel, is there a reference to the list of management personnel containing name and contact details?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- For means and processes by which the standard and competence of ATO personnel is supported, evaluated and improved, refer to FOCA CL OM/TM 3.4.7 «ATO personnel standards evaluation»;
- The evaluation of standards and competence of ATO personnel is an integral management process. Each management function is responsible for supporting, evaluating and improving the competence of their subordinates/direct reports and has the obligation to actively standardise the activity within their area of accountability:



- A subject of this chapter is the appointment of the owner of the function Head of Training, or dependent on the type of organisation, the Chief Flight Instructor, as person responsible for the standardisation of all flight instructions and the evaluation of the instructor's individual performance. This information shall at least be stated and the organisation is to include a reference to the list of management personnel containing name and contact details.

Example:

Each management function is responsible for supporting, evaluating and improving the competence of their subordinates/direct reports and has the obligation to actively standardise the activity within their area of accountability.

- *Refer to OM Part D, Chapter x.7.x «ATO personnel standards evaluation».*

For flight instructors of all categories, the Chief Flight Instructor is the appointed person responsible for the standardisation of all flight instruction and the evaluation of the instructor's individual performance. This to ensure that all instructors remain qualified and competent to conduct their duties.

- *For the nominated person «Chief Flight Instructor» refer to OMM, Chapter 3.x «Management Personnel – Name and contacts».*

3.4.2	**Initial training** RB 3.4.2 ISS1 / REV5 / 23.02.2021 / APP	M/CC EVALUATION METHOD
OM/TM CL TOPIC	ORA.GEN.200 ORA.ATO.110/210 ORA.ATO.130/230 Part FCL Subpart J LEGAL REFERENCE	
3-OMD2-190 Ch.-OM Ch.-Seq.-No.	OM Part D, Chapter x.2.x «Initial training» OM Part D, Chapter 2.1 «Training and checking, for flight crew» MANUAL REFERENCE	

APP: Training courses for instructor certificates for all categories require prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation specify a training programme for initial instructor qualifications?

☐ Is there a programme specifying how instructors are introduced to the organisation?

☐ Does the programme include an evaluation for applicants?

☐ Does the programme include the management system training?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- The organisation shall ensure that personnel receive initial training and maintain their competence and skills to perform their tasks. In addition, instructors only get training assignments if they have the necessary competence, valid licence, certificate, rating and privilege as well as medical certificate as applicable for the respective training.
- The organisation shall define a training programme specifying the major steps for:
  - instructors gaining an initial instructor certificate for all instructor categories;
  - theoretical knowledge instructor; and
  - qualified instructors joining the organisation.
- Requirements, prerequisites and details of an instructor training course shall be specified in the training manual and the respective syllabus of the concerned instructor category.

Specific Theoretical Knowledge Instructor (TKI) requirements:

- Theoretical knowledge instructors shall have:
  - practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or
  - previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction;
  - for distance learning:
    - Instructors involved in distance learning shall receive training on the related requirements and procedures.
    - The provisions as specified in TM Part 4, Chapter x.1.1.x «Distance learning» are to be used as basis for the initial introduction.
  - for Area 100 KSA:
    - Instructors that deliver KSA (Area 100) instruction have received appropriate training covering at least learning styles, teaching methods, facilitation techniques, threat and error management (TEM), the applicable competencies, and the content of the subject(s) and exercises that they are to deliver.
    - The instructors that are responsible for assessing Area 100 KSA have received appropriate training regarding the assessment(s) that they are to conduct, and are to be standardised to ensure that the assessment grades awarded are consistent across the

ATO. This standardisation should include at least familiarisation with the performance indicators, the ATO's word pictures for grading, and the ATO's debriefing system.

Example

For flight instructions

Instructor organisation conversion

#	Step	Subject	Reference	Record
1	*Evaluation of an instructor*	• *Evaluation*	• *Application documents, CV evaluation and interview*	• *Organisation conversion record form*
		• *Practical and theoretical instructor competence test*	• *Theoretical knowledge oral examination and practical flight test*	
2	*Organisation conversion*	• *Management system basic training*	• *OMM Chapter 9.x «Management system basic training»*	
3	*Practical introduction*	• *Practical introduction and standardisation*	• *OM-D, Chapter x.4.x «Standardisation training»* • *Experience record of the concerned instructor category*	

Initial instructor evaluation and training

#	Step	Subject		Reference	Record
1	*Evaluation of an instructor*	• *Evaluation*		• *Application documents, CV evaluation and interview*	• *Organisation conversion record form* • *Qualifications-rapport FI-Trainee*
2	*Organisation conversion*	• *Management system basic training*		• *OMM Chapter 9.x «Management system basic training»*	
3	*Instructor training course*	*FI*	• *Part 1 «Theoretical knowledge, including the teaching and learning instruction»* • *Part 2 «Flight instruction»*	• *Syllabus «Teaching and learning»; or* • *Contracted – refer to the list of contractors and sub-contractors, OMM, Chapter 11.x «Contracting and monitoring of contractors»;* • *Syllabus of the concerned instructor category;* • *For FI, IRI and CRI – refer to SR 748.03 «Verordnung über die Finanzhilfen für Ausbildungen im Bereich der Luftfahrt (VFAL)»*	
		IRI, CRI,TRI SFI, MCCI, FTI	• *Part 1 «Theoretical knowledge, including the teaching and learning instruction»* • *Part 2 Technical theoretical knowledge instruction (technical training)* • *Part 3 «Flight instruction»*		
		STI	• *«Flight instruction»*		
4	*Assessment of competence*	• *Assessment of the instructor against performance standards*		• *FOCA Examiner Guide EASA Part FCL* • *Assessment of competence form*	
5	*Supervision and completion*	• *Instruction under supervision as applicable to the category of instructor* • *Practical introduction and standardisation*		• *Experience record of the concerned instructor category*	

Theoretical Knowledge Instructor (TKI) organisation conversion

#	Step	Subject	Reference	Record
1	*Evaluation of an instructor*	• *Evaluation*	• *Application documents, CV evaluation and interview*	• *Organisation conversion record form*
		• *Teaching skills/capabilities and knowledge transfer* • *Use of teaching material and means of demonstration*	• *Test lecture in the subject on which they will provide theoretical knowledge instruction*	
2	*Organisation conversion*	• *Management system basic training*	• *OMM Chapter 9.x «Management system basic training»*	
3	*Practical introduction*	• *Practical introduction and standardisation in teaching and knowledge transfer; and* • *Syllabi and associated lesson plans*	• *OM-D, Chapter x.4.x «Standardisation training»* • *Experience record of the concerned instructor category*	
	Specific TKI requirements, as applicable	• *Distance learning concept, technical application, student monitoring and access, and administration requirements*	• *TM Part 4, Chapter x.1.1.x «Distance learning»*	
		• *Area 100 KSA instruction and assessment course*	• *Area 100 KSA instructors initial training xy* • *OM-D, Chapter x.4.x «Standardisation training»*	

3.4.3 Refresher training

RB 3.4.3 ISS1 / REV6 / 14.09.2021

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200	ORA.ATO.130/230	Part FCL Subpart J	FCL.740
	BFCL.360 LEGAL REFERENCE	SFCL.360		
3-OMD3-195 Ch.-OM Ch.-Seq.-No.	OM Part D, Chapter x.3.x «Refresher training» OM Part D, Chapter 2.1 «Training and checking, for flight crew» MANUAL REFERENCE			

APP: The completion and signing of the attendance form by the organiser (ATO) of a refresher seminar requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide provisions and processes on how to conduct refresher trainings? Do the provisions include, as applicable:

- ☐ a refresher seminar?
- ☐ an individual refresher training programme?
- ☐ a recurrent training and standardisation for instructors involved in Area 100 KSA instruction?

Refresher seminar

☐ Do the provisions for a refresher seminar include:

- ☐ a minimum duration, conditions and training subjects as required by the instructor category?
- ☐ teaching methods and means such as break-out groups, workshops, visual aids, interactive videos, E-Learning, two-way online meetings and face-to-face seminars?
- ☐ a requirement that participants must be present for the entire duration of the seminar?
- ☐ the delivery of an attendance form/seminar completion certificate?
  - ☐ Is there a statement indicating the function of signing the «Attendance Form»?
- ☐ the form and format of the attendance form/seminar completion certificate?

Individual refresher training programme

☐ Is there a statement that the individual refresher training applies for revalidation, renewal or a corrective measure as a result of ATO personnel standards evaluation?

☐ Do the provisions for the individual refresher training include:

- ☐ a case by case evaluation/assessment of the competences of the applicant?
- ☐ Cosiderations of specific recurrent training requirements (e.g. UPRT, Night, ACR, MOU, etc.)?
- ☐ that the development of the individual training is based on:
  - ☐ individual deficiencies, the experience and previous performance of the applicant?
  - ☐ the concerned approved instructor category training course syllabus?

Recurrent training and standardisation for instructors involved in Area 100 KSA instruction

☐ Is there a statement that the instructors involved in Area 100 KSA instruction and assessment are to receive annual recurrent training and standardisation?

☐ Is there a process specifying the development of the recurrent training and standardisation?

☐ Does the development of the recurrent training and standardisation consider:

- ☐ factual data gained from examinations, assessment results and feedback?

☐ subjects/topics/methods/assessments and exercises with need of standardisation?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The purpose of refresher training is to refresh and expand knowledge as well as to maintain the abilities in order to remain qualified and competent to conduct the duties of an instructor.
- The organisation shall define a process as applicable to their instructors:
  - for the definition of an individual training program for:
    - revalidation and renewal requirements;
    - corrective measures if an instructor does not maintain the required standard;
  - on how to conduct the refresher seminar including an overview of the subjects and related conditions:
    - if the organisation does not provide refresher seminars, the process specifying the seminar may include a reference to the contracting ATO, referring to the list of contractors and sub-contractors, OMM, Chapter 11.x «Contracting and monitoring of contractors»;
  - defining the annual recurrent training for instructors involved in Area 100 KSA instruction, including an overview of the subjects and related conditions.

Individual refresher training programme

- Part-FCL specifies minimum revalidation and renewal requirements for each instructor category. Depending on the instructor's category a refresher seminar and/or an individual training is required to revalidate or renew the instructor certificate.
- The amount of training needed should be determined on a case by case basis by the organisation following the specified process, taking into account the following factors:
  - the minimum revalidation/renewal requirements of the concerned instructor category;
  - specific recurrent training requirements, as applicable (UPRT, Night, MOU, ACR etc.);
  - individual deficiencies, the experience and previous performance of the applicant;
  - whether the training is for revalidation, renewal or corrective measures as a result of ATO personnel standards evaluation;
    - in case of revalidation the amount of time lapsed since the last time the applicant has conducted training; or
    - in case of renewal since the certificate has lapsed. The amount of training needed to reach the desired level of competence should increase with the time lapsed.
  - based on the concerned approved instructor category training course syllabus, the training may be be both theoretical and practical. Practical elements should include the development of specific instructor skills, particularly in the area of teaching and assessing, Threat and Error Management (TEM) and Crew Resource Management (CRM);
  - Upon completion of the training the organisation shall issue a training completion certificate which specifies/lists the content of the refresher training.

Refresher seminar

- The refresher seminar is an interactive course of training comprising presentations, break-out groups, workshops, visual aids, interactive videos and other teaching aids. Such seminars should run as specified for the individual instructor category, and attendance from participants will be required for the whole duration of the seminar.
- For process steps related to the organisation and conduct of a refresher seminar, including the conditions and details about the training subjects specified for the individual instructor category, refer to the «Refresher seminar overview» in the example below.
- Upon successful completion of the refresher seminar, the ATO should issue, sign and submit the attendance form/seminar completion certificate to the candidate and to FOCA. For a sample form/certificate refer to GM1 FCL.940.FI(A)(2) «FI – Revalidation and Renewal».

Recurrent training and standardisation for instructors involved in Area 100 KSA instruction

- Instructors involved in Area 100 KSA instruction and assessment are to receive annual recurrent training and standardisation.
- The recurrent training is to ensure standardisation, especially:
  - continued inter-rater reliability; and
  - that the assessment grades awarded are consistent across the ATO.
- The development of the recurrent training and standardisation should be based on factual data gained from examinations and assessment results as well as feedback, and emphasise on:
  - individual and/or collective deficiencies;
  - difficulties and disabilities;
  - areas of improvement;
  - subjects/topics/methods/assessments and exercises with need of standardisation, considering the application of:
    - teaching skills/capabilities and knowledge transfer;
    - grading and assessment system, including word pictures;
    - debriefing system across the ATO.
- For process steps related to the organisation and conduct of the recurrent training and standardisation, including the conditions and details about the training subjects, refer to the «Refresher seminar overview» in the example below.

Example

The refresher training is to refresh and expand knowledge as well as to maintain the abilities in order to remain qualified and competent to execute the duties of an instructor.

The refresher training is a major element of the revalidation and renewal requirements for instructor certificates or qualifications. Additionally, the refresher training may also be a corrective measure of an individual instructor standard evaluation.

Determination of required refresher training

Step	***Subject***	***Reference***	***Responsibility***
Monitor	*Instructor certificate validity*	*OM-A, Chapter x.12.x «Flight crew qualification records»*	*Chief Flight Instructor*
	Individual instructor standards evaluation	*OM-D, Chapter x.7.x «ATO personnel standards evaluation»*	
Define	*Refresher seminar*	*OM-D, Chapter x.3.x.x «Refresher seminar»*	
	Individual refresher training programme *As applicable, consider specific recurrent training for:* *UPRT, Night, MOU, ACR etc.*	*OM-D, Chapter x.3.x.x «Individual refresher training programme»*	
	Recurrent training and standardisation for instructors involved in Area 100 KSA instruction	*OM-D, Chapter x.3.x.x «Recurrent training and standardisation for instructors involved in Area 100 KSA instruction»*	*Chief Theoretical Knowledge Instructor*

Refresher seminar

Refresher seminars should be provided to the following instructor certificates:

Instructor Category	***Seminar provisions for the individual instructor category revalidation/renewal requirement***	
	Revalidation	***Renewal*** *(see Note)*
FI	*X*	*X*
IRI	*X*	*X*
CRI	--	--
SFI	*X*	--
FTI	--	--
TRI	*X*	--
STI	--	--
MCCI	--	--
MI	*The MI certificate is based on FI, TRI, CRI*	
Note: as required by the individual refresher training program based on the result of the canditate's assessment		

Development and organisation of refresher seminars				
#	***Step***	***Task***	***Reference***	***Responsibility***
1	*Evaluation of the content*	• *Review innovation and changes;* • *Include topic selected by FOCA if available;* • *Review previous seminar content and ensure sequential and logical arrangements of the subjects;* • *Consider feed-backs of the previous seminar;* • *Define break-out groups and work-shops;* • *...*	• *Aviation publications;* • *Legislation publications;* • *Refresher seminar detailed programme;* • *Speaker presentations;* • *Hand-outs;* • *Feedback forms;* • *...*	*Chief Flight Instructor*
2	*Evaluation and selection of speakers*	• *Identify and select the speakers by subject, qualification and experience;* • *Arrange and coordinate;* • *...*	• *List of instructors;* • *List of examiners;* • *...*	*Chief Flight Instructor*
3	*Development of the programme*	• *Establish agenda, programme and course administration;* • *...*	• *Standard IT-applications* • *Refresher seminar detailed programme template;* • *I://TNG/Seminar/...* • *...*	*Chief Flight Instructor*
		• *Prepare presentations;* • *Break-out groups and workshops;* • *Develop hand-outs;* • *...*		*Speaker*
4	*Organise the course*	• *Booking of infrastructure/facilities;* • *Prepare teaching, demonstration and hand-out material;* • *...*	• *Seminar Organisation Planning Excel-File* • *I://Org/Seminar/...* • *...*	*Administration*
5	*Notification FOCA*	*Submit to assigned FOCA inspector:* • *the seminar agenda;* • *the programme;* • *details of the content.*	*Written form:* *Federal Office of Civil Aviation (FOCA)* *SBFL* *CH-3003 Bern* *or* *E-Mail* *sbfl@bazl.admin.ch*	*Chief Flight Instructor*

#	Step	Task	Reference	Responsibility
6	Information	• External announcement; • Administrate invitation and registration; • ...	• Internet; • Web-page; • Invitation and registration form; • ...	Administration
7	Conduct the seminar	Lead through the seminar.	• Seminar agenda and programme	Moderator
8	Administration (subject to prior approval)	• Issue «Attendance Form» to participants only who attended the whole seminar;	• Certificate template; • I://Org/Certificate/...	Administration
		• Sign the attendance form/seminar completion certificate.		Head of Training
		• Collect feedback forms.		Moderator
		• Complete file management; • ...		Chief Flight Instructor

Refresher seminar overview

Instructor Category FI/IRI

#	Training subject	Conditions and methods	Tools and media
1	Rules and regulations (EU and national, as applicable), emphasis on Part-FCL and operational requirements	• At least 2 days; • 6 hours per day excluding brakes; • In general 45 minutes session; • With 15 minutes for questions; • Break-out groups and workshops; • Topics shall focus on innovations and changes; • Presentations, visual aids, interactive videos and other teaching aids; • ...	• Refresher seminar detailed programme template; • (I://TNG/Seminar/...); • PPT • ...
2	Teaching, learning and instructional techniques including instrument flying		
3	Role of the instructor		
4	Human factors		
5	Flight safety, incident and accident prevention		
6	Airmanship		
7	Legal aspects and enforcement procedures		
8	Navigational skills including new or current radio navigation aids		
9	Weather related topics including methods of distribution		
10	Any additional topic selected by FOCA		

Instructor Category TRI/SFI

#	Training subject	Conditions and methods	Tools and media
1	Rules and regulations (EU and national, as applicable)	• 6 hours of learning per day excluding brakes; • Topics shall focus on innovations and changes; • E-Learning, two-way online meetings and face-to-face seminars; • ...	• Refresher seminar detailed programme template; • (I://TNG/Seminar/...); • CBT; • PPT; • Webinar xy; • Video-conferencing software xy; • ...
2	Teaching, learning and instructional techniques		
3	Briefing and debriefing skills, including report writing		
4	Role of the instructor		
5	Threat and Error Management (TEM)		
6	Human performance and limitations		
7	Development in competency-based instruction		
8	Flight safety, incident and accident prevention, including those specific to the ATO		
9	Legal aspects and enforcement procedures		
10	Significant changes in the content of the relevant part of the aviation system		
11	Any additional topic selected by FOCA		

Instructor Category FI(S)/(B)

#	Training subject	Conditions and methods	Tools and media
1	Rules and regulations (EU and national, as applicable), emphasis on Part-SFCL/BFCL and operational requirements	• At least 1 day; • 6 hours of teaching time; • In general 45 minutes session; • With 15 minutes for questions; • Break-out groups and workshops; • Topics shall focus on innovations and changes; • Presentations, visual aids, interactive videos and other teaching aids; • ...	• Refresher seminar detailed programme template; • (I://TNG/Seminar/...); • PPT; • ...
2	Teaching, learning and instructional techniques including sailplane cloud flying (as applicable)		
3	Role of the instructor		
4	Human factors		
5	Flight safety, incident and accident prevention		
6	Airmanship		
7	Legal aspects and enforcement procedures		
8	Navigational skills including new or current radio navigation aids		
9	Weather related topics including methods of distribution		
10	Any additional topic selected by FOCA		

Individual refresher training

For the fulfilment of the candidate's instructor category revalidation and/or renewal requirements, an individual refresher training programme may be required. The training programme shall be developed on a case by case basis based on the candidate's assessment as specified below:

Instructor Category	Individual refresher training provisions for the revalidation/renewal requirement	
	Revalidation and renewal	Renewal
FI	--	X
IRI	--	X
CRI	X	X
SFI	--	X
FTI	X	X
TRI	--	X
STI	X	X
MCCI	X	X
MI	The MI certificate is based on FI, TRI, CRI	

Development and organisation of individual refresher training				
#	Step	Task	Reference	Responsibility
1	Assessment of candidate	• Consider to perform a simulated training session; • Verify and determine the individual deficiencies: – Theoretical knowledge; – Teaching and learning capabilities; – Flight instruction and associated skills.	• OM-D, Chapter x.7.x «ATO Personnel standard evaluation»; • Training course syllabus of the respective instructor category.	Chief Flight Instructor
2	Determine training programme	Define the needs, content and amount of training considering: • The experience; • Previous performance; • Whether the training is for revalidation or renewal;	• OM-D, Chapter x.7.x «ATO Personnel standard evaluation»; • Content of the refresher seminar;	Chief Flight Instructor

#	Step	Task	Reference	Responsibility
		• *In the case of renewal the amount of training needed should be increased with the time lapsed;* • *...*	• *Licence;* • *Competence and skill records and forms;* • *Pilots log book;* • *Part FCL Subpart J, content of the training course of the relevant instructor category;* • *....*	
3	*Select instructor*	• *Verify entitled instructor category;* • *Assign instructor;* • *Verify qualification and validity;*	• *Table instructor selection;* • *List of instructors;* • *Instructor file and licence;*	*Chief Flight Instructor*
4	*Develop training programme*	• *Establish individual training programme according to needs and prepare record form;* • *...*	• *Refresher training template (I://TNG/Instructor/...);* • *Training course syllabus of the respective instructor category;* • *...*	*Assigned Instructor*
5	*Information to FOCA*	• *Inform assigned inspector.*	• *Any practical communication means.*	*Chief Flight Instructor*
6	*Organise and conduct the training*	• *Perform the training according to the defined training programme;* • *Fill in refresher training record and sign off log book of the instructor, as required by the training provided.*	• *Refresher training record;* • *Pilot's log book.*	*Assigned Instructor*
7	*Record keeping and information*	• *Complete refresher training record;* • *Issue «Training completion certificate» which specifies/lists the content of the refresher training;* • *Provide instructor trainee with the original form;* • *Submit a copy to the Chief Flight Instructor for file management;* • *Sign log book of the instructor, as required by the training provided.*	• *OM-A, Chapter x.12.x «Flight crew qualification records»;* • *...* • *Pilot's log book*	*Assigned Instructor* *Head of Training*
8	*Verify effectiveness*	*Verify the achievement of the standards in:* • *Theoretical knowledge;* • *Teaching and learning capabilities;* • *Flight instruction and associated skills.*	• *Assessment of competence;* • *Proficiency checks;* • *OM-D, Chapter x.7.x «ATO Personnel standard evaluation»;* • *...*	*Chief Flight Instructor*

Instructor Selection

The instructor providing flight instruction for a refresher training shall hold the valid privileges for the issue, revalidation or renewal of the respective instructor category certificate:

	Instructor category providing training for		
Instructor trainee	***FI***	***TRI***	***FTI***
FI	*X*		
IRI	*X*		
CRI	*X*		
STI	*X*		
TRI		*X*	
SFI		*X*	
FTI			*X*

Recurrent training and standardisation for instructors involved in Area 100 KSA instruction

Development and organisation of the recurrent training and standardisation for Area 100 KSA instructors				
#	**Step**	**Task**	**Reference**	**Responsibility**
1	*Evaluation of the content*	• *Analysis of Area 100 KSA training and assessment/examination results;* • *Instructor and student feedback;* • *Result of ATO personnel standards evaluation;* • *Review previous recurrent training content and standardisation and ensure sequential and logical arrangements of the subjects;* • *Consider feedback of the previous recurrent training and standardisation;* • *Review innovation and changes;* • *...*	• *Factual data gained from examinations and assessment results as well as feedback;* • *OM-D, Chapter x.7.x «ATO personnel standards evaluation»;* • *Recurrent training and standardisation detailed programme;* • *Speaker presentations;* • *Hand-outs;* • *Feedback forms;* • *Legislation publications;* • *...*	*Chief Theoretical Knowledge Instructor*
2	*Evaluation and selection of speakers*	• *Identify and select the speakers by subject, qualification and experience;* • *Nominate moderator/training responsible;* • *Arrange and coordinate;* • *...*	• *List of instructors;* • *...*	*Chief Theoretical Knowledge Instructor*
3	*Development of the programme*	• *Establish agenda, programme and course administration;* • *...*	• *Standard IT-applications;* • *Recurrent training and standardisation detailed programme template;* • *I://TNG/KSA100/Instructors...* • *...*	*Chief Theoretical Knowledge Instructor*
		• *Prepare presentations;* • *Develop exercices, group work and workshops;* • *Develop hand-outs;* • *...*		*Speaker*
4	*Organise the course*	• *Booking of infrastructure/facilities;* • *Prepare teaching, demonstration and hand-out material;* • *...*	• *Recurrent training and standardisation Organisation Planning Excel-File;* • *I://Org/KSA100/Instructors...* • *...*	*Administration*
5	*Information*	• *Internal/external announcement;* • *Administrate invitation and registration;* • *...*	• *Intranet;* • *Invitation and registration form;* • *...*	*Administration*
6	*Conduct the seminar*	• *Lead through recurrent training and standardisation.*	• *Recurrent training and standardisation agenda and programme.*	*Moderator*
7	*Administration (subject to prior approval)*	• *Administrate «Attendance Record».*	• *Attendance record template;* • *I://Org/Record/...*	*Administration*
		• *Sign the attendance record.*		*Head of Training*
		• *Collect feedback forms.*		*Moderator*
		• *Complete file management;* • *...*		*Chief Theoretical Knowledge Instructor*

3.4.4 Standardisation training RB 3.4.4 ISS1 / REV5 / 23.02.2021	CA EVALUATION METHOD
OM/TM CL TOPIC	ORA.ATO.130/230 ORA.GEN.200 LEGAL REFERENCE
3-OMD4-200 Ch.-OM Ch.-Seq.-No.	OM Part D, Chapter x.4.x «Standardisation training» OM Part D, Chapter 2.1 «Training and checking, for flight crew» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Does the organisation provide guidance on how to conduct standardisation training? Does the provision include:
  - ☐ a process defining the execution;
  - ☐ an overview of the content; and
  - ☐ the continuous management system training?
- ☐ Is the content of the standardisation training based on a systematic analysis of factual data and results derived from the management system and ATO personnel standard evaluation?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- The purpose of having standardisation is so that safety and organisation goals can be achieved in a directed and effective manner. Competence is the ability to do something successfully and/or efficiently and includes the power to deal with particular matters. As a result, the student shall receive an effective and regulatory compliant training within a safe flight operation environment;
- The standardisation training shall be an interactive internal event moderated by the Head of Training (HT) for the purpose of developing and implementing a common understanding, level of knowledge and behaviour to achieve a mutual consistent understanding during the daily training activity. It may be combined with the commonly known instructor meeting. The content may be selected from:
  - Continuous Management system training, OMM Chapter 9.x «Management system continuous training»
  - Results out of ATO personnel standard evaluation, «OM Part D, Chapter x.7.x»
  - Changes;
  - Training activities.
- The organisation shall:
  - define a process for the determination of the content; and
  - provide an overview of the content of the standardisation training.

Standardisation for instructors involved in Area 100 KSA instruction and assessment

- Refer to FOCA CL OM/TM, Chapter 3.4.3 «Refresher training».

Example

Standardisation Training

The purpose of having standardisation is so that safety and organisation goals can be achieved in a directed and effective manner. Competence is the ability to do something successfully and/or efficiently and includes the power to deal with particular matters. As a result, the student shall receive an effective and regulatory compliant training within a safe flight operation environment.

The standardisation training will take place twice a year during the scheduled instructor meeting.

#	Step	Task	Reference	Responsibility
1	Evaluation of the content	• Consider results of the management system and ATO personnel standard evaluation; • Review innovation and changes; • Analyse student performance; • Review training activities and aircraft reliability; • Review economical and financial aspects; • Review previous meeting; • Consider feed-backs; • ...	• Aviation publications; • Legislation publications; • Standardisation training detailed programme; • Economical and financial key indicators; • Status of the organisation documentation; • OMM, Chapter 9.x «Continuous management system training»; • OM-D, Chapter x.7.x «ATO personnel standards evaluation»; • ...	Head of Training
2	Development of the programme	• Establish agenda, programme and course administration; • Prepare presentations; • Develop hand-outs; • ...	• Standard IT-applications; • Standardisation training detailed programme template; • I://TNG/Standardisation/... • ...	Head of Training
3	Organise the course	• Booking of infrastructure/facilities; • Prepare hand-out material; • ...	• Seminar Organisation Planning Excel-File; • I://Org/Standardisation/...	Administration
4	Information to FOCA	• Inform assigned inspector.	Any practical communication means.	
5	Information	• External announcement; • Administrate invitation and registration.	• Internet; • Web-page; • Invitation and registration form; • ...	
6	Conduct the training	• Lead through the standardisation training.	• Agenda and programme.	Head of Training
7	Administration	• Issue «Certificate of Attendance» to all participants.	• Certificate template; • I://Org/Certificate/...	Administration
		• Sign the certificates of attendance.		Head of Training
		• Complete file management.	• Instructor File.	Chief Flight Instructor

Standardisation training overview

Subject	***Reference***
Continuous management system training *Summary and matters of:* • *Overall safety standards;* • *Economical and financial aspects; realisation of the organisation's targets;* • *Overall image of the organisation, relationship with third parties, authorities and contractors;* • *Occurrences, reporting and feedback system;* • *Internal/external audit/inspection;* • *Record keeping and information system;* • *Student feedback and satisfaction;* • *...*	• *OMM, Chapter 9.x «Continuous management system training»;* • *...*
Standard and competence of ATO personnel • *Adherence to prescribed training programme, syllabi and lesson/session plans;* • *Adherence to standard operating procedures;* • *Decision making, threat and error management;* • *Social skills and crew resources;* • *Students performance and process;* • *...*	• *OM-D, Chapter x.7.x «ATO personnel standards evaluation»;* • *...*
Changes • *Changes in approvals, terms and conditions of the organisation;* • *Amendment, changes and improvement of the organisation documentation;* • *Changes in manuals provided by the aircraft manufacturer;* • *Operating procedures and checklists;* • *Rules and regulations;* • *Innovation in the aviation industry;* • *...*	• *ATO approval certificate and appendix;* • *Aviation legislation;* • *Organisation documentation;* • *...*
Training activities • *Review of training activities conducted;* • *Changes and improvement in training programme, syllabi and associated documentation and forms;* • *Teaching material;* • *Planned and ongoing training activities – theoretical and practical;* • *Human resources, facility and infrastructure;* • *Aircraft fleet and dispatch reliability;* • *Coordination and assignment of instructors and students;* • *...*	• *Training manual;* • *...*

3.4.5 Proficiency checks

RB 3.4.5 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230	FCL.010	FOCA Examiner Guide EASA Part FCL Work Instruction SB WI O-003 FOCA Flight Examiner LEGAL REFERENCE
3-OMD5-205 Ch.-OM Ch.-Seq.-No.	OM Part D, Chapter x.5.x «Proficiency checks» OM Part D, Chapter 3 «Procedures» MANUAL REFERENCE		

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement that proficiency checks are an element of the instructor refresher and standardisation for flight instructions of all flight categories?

☐ Are procedures, instructions and guidance to conduct proficiency checks provided? or

☐ is there a reference to the «Examiner Guide EASA Part FCL»?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Proficiency check means the demonstration of skill to revalidate or renew ratings, and including such oral examination as may be required.
  - Revalidation means the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements;
  - Renewal means the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.
- Individual and collective results from proficiency checks are also used for the definition of the content of instructor's refresher and standardisation training for flight instructions of all categories. Refer also to:
  - FOCA CL OM/TM, Chapter 3.4.3 «Refresher Training»; and
  - FOCA CL OM/TM, Chapter, 3.4.4 «Standardisation Training».
- Procedures, instructions and guidance to conduct proficiency checks are to be found in the:
  - «EASA Part FCL Examiner Guide»; and
  - «Work Instruction SB WI O-003 FOCA Flight Examiner»;

  issued by FOCA.

Example

Proficiency check denotes the demonstration of skill to revalidate or renew ratings and is an element of the instructor's refresher and standardisation training for flight instructions of all categories.

For procedures, instructions and guidance to conduct proficiency checks refer to:

- *«EASA Part FCL Examiner Guide»; and*
- *«Work Instruction SB WI O-003 FOCA Flight Examiner»;*

issued by FOCA.

3.4.6 Upgrading training

RB 3.4.6 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230	Part FCL	EMPIC FCL Metadata Components
	Part SFCL	Part BFCL	
	LEGAL REFERENCE		
3-OMD6-210 Ch.-OM Ch.-Seq.-No.	OM Part D, Chapter x.6.x «Upgrading training» OM Part D, Chapter 2.1 «Training and checking, for flight crew» MANUAL REFERENCE		

APP: Training courses (including associated syllabi, where applicable) for licences, ratings, privileges or certificates require prior approval.

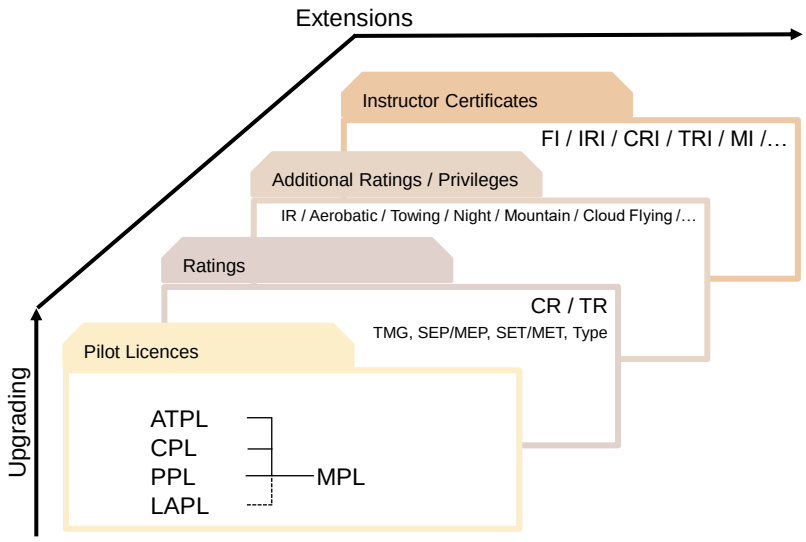
IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide provisions on how to conduct upgrading training?

☐ Is there a statement that the upgrading training is to be conducted according to the approved training course for the respective category of licence, rating, privileges or certificate?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The term «Upgrading training» shall not be mistaken with the commonly used term for a co-pilot undergoing a command course in compliance with ORO.FC.205;
- In the context of an ATO, the term “Upgrading training” denotes:
  - training for the purpose of achieving a higher category of licence;
  - training for gaining further ratings and privileges within the category of licence.



- Upgrading and/or extension training will be successfully completed following a training course according to the approved syllabus for the respective category of licence, rating, privileges or certificate. This provision shall at least be stated.

Example

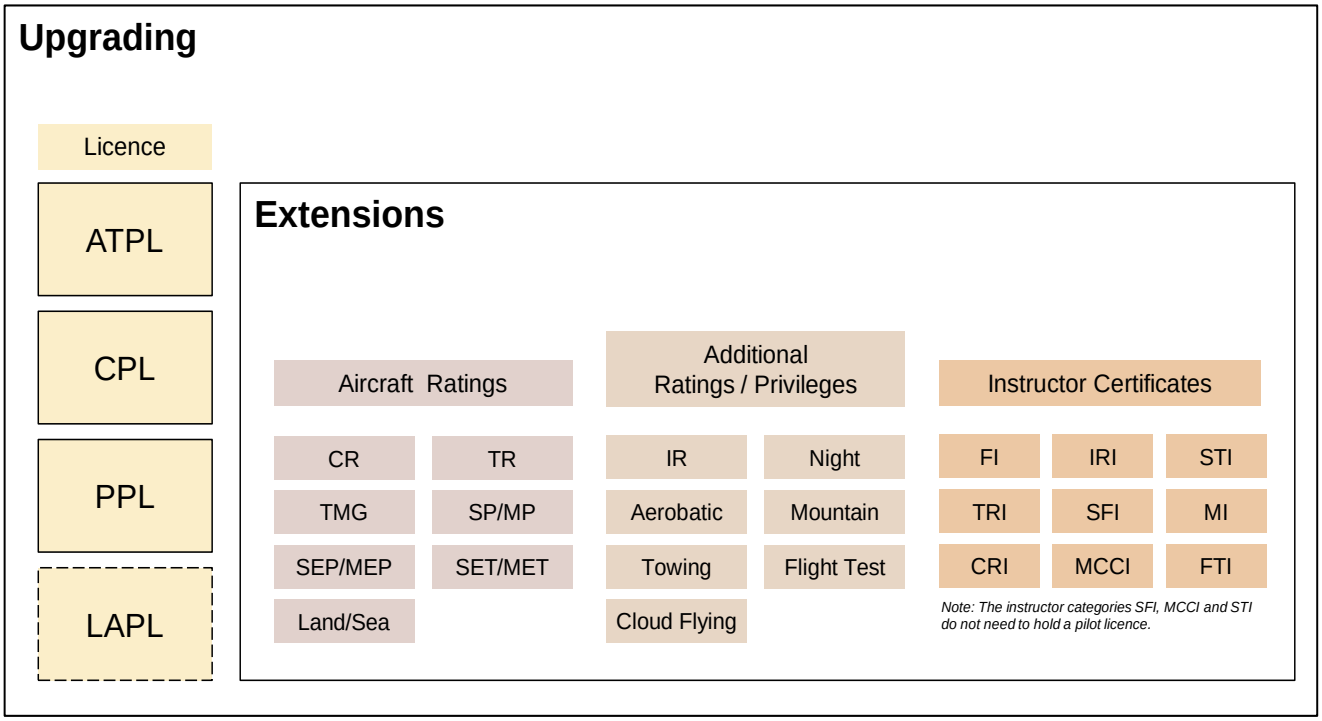
Upgrading training

Term	*Used for*
Upgrading training	• *training for the purpose of achieving a higher category of licence.*
	• *gaining further ratings and privileges within the category of licence.*

An instructor shall only carry out flight instruction with the licence, rating, privileges and instructor certificate appropriate to the instruction given.

In order to gain a category of licence and/or extending/amending ratings and privileges, the instructor has to undergo an upgrading training. Upgrading training will be successfully completed following a training course according to the approved syllabus for the respective category of licence, rating, privileges or certificate.

- *For training courses and associated syllabi refer to the Training Manual.*



3.4.7 ATO personnel standards evaluation

RB 3.4.7 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 ORA.GEN.200 FCL.920 LEGAL REFERENCE
3-OMD7-215 Ch.-OM Ch.-Seq.-No.	OM Part D, Chapter x.7.x «ATO personnel standards evaluation» OM Part A, Chapter 2.1.x «Supervision by the operator» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide guidance for the evaluation and standardisation of its personnel?

☐ Does the guidance include defined key elements for all personnel levels and functions?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- As already stated in FOCA CL OM/TM Chapter 3.4.4 «Standardisation training», the purpose of having standardisation is so that safety and organisation goals can be achieved in a directed and effective manner. Competence is the ability to do something successfully and/or efficiently and includes the power to deal with particular matters. As a result, the student shall receive an effective and regulatory compliant training within a safe flight operation environment;
- Competence evaluation is one of the main instruments for the definition of refresher and standardisation training as well to ensure that all instructors remain qualified and competent to conduct their duties;
  - Refer also to FOCA CL OM/TM, Chapter 3.4.4 «Standardisation training»
- The organisation shall define means and guidance by which the standard and competence of ATO personnel is supported, evaluated and improved. Special emphasis shall be given to the evaluation and standardisation of instructors;
- A simple guidance may include the following main fundamentals:
  - Key elements in broad terms which define the content of the evaluation;
  - The basis and the means for the evaluation;
  - Periodicity of the evaluation.

Example

Accountable Manager (ACM)

The competence of the Accountable Manager is supported and evaluated by the board of directors:

Key Element	***Reference***	***Frequency***
Organisation overall performance: • *Safety standard;* • *Effectiveness of the management system;* • *economic success;* • *…*	• *«Management evaluation» Organisation Management Manual (OMM), Chapter 6, results out of:* – *Safety key indicators;* – *Internal / external audit/inspection;* – *Occurrence reporting and feedback;* – *Financial key indicators;* – *...*	*Yearly*

Head of Training (HT)

The competence of the Head of Training is supported and evaluated by the Accountable Manager:

Key Element	***Reference***	***Frequency***
• *Status of:* – *Overall safety standards;* – *realisation of the organisation's vision and philosophy;* – *development and implementation of the training programme including continued improvement;* • *management of occurrences, including error management;* • *implementation of corrective and preventive action;*	• *«Management evaluation» Organisation Management Manual (OMM), Chapter 6;* • *Yearly employee qualification;* • *...*	*Yearly*
• *Management skills:* – *Aptitude, knowledge, practice, organisation, decision-making, involvement, controlling, time management, direct and information management;* – *internal and external impact for the organisation and individuals;* – *performance of subordinates;* – *Subordinates, employees and students satisfaction;* • *…*	• *«Management evaluation» Organisation Management Manual (OMM), Chapter 6;* • *Feedback and reporting;* • *Yearly employee qualification;* • *…*	
• *Status of the planned and ongoing training activities - theoretical and practical - including coordination and monitoring of instructors, students and aircraft dispatch reliability;* • *...*	• *Monthly meeting;* • *OM-A chapter x.6.x preparation of flying programme;* • *CFI, CTKI Training activity reporting;* • *Occurrence and feedback reporting;* • *Aircraft technical status:* – *Aircraft technical log system;* – *Maintenance reporting.* • *...*	*Monthly*

Key Element	Reference	Frequency
• *Students overall performance and progress;* • *Student behaviour, discipline and disciplinary action;* • *...*	• *Reporting of students results and pass grades collectively:* - *CFI/CTKI reporting.* • *OM-A chapter x.4.x student discipline and disciplinary action;* • *...*	
• *Representation of the organisation;*	• *Student satisfaction and feedback;* • *Financial key indicators;* • *Overall Image of Organisation;* • *…*	*Monthly*

Chief Flight Instructor (CFI)

The competence of the Chief Flight Instructor is supported and evaluated by the Head of Training:

Key Element	Reference	Frequency
• *Safety performance of the daily flight training activity;* • *Implementation and improving of standard operating procedures;* • *Development, implementation and improvement of flight session plans;* • *Adherence to prescribed training programme, syllabi and associated flight session plans;* • *Standardisation and improving of flight instructor knowledge and skills;* • *...*	• *«Management evaluation» Organisation Management Manual (OMM), Chapter 6;* • *Occurrence reporting;* • *instructor and student satisfaction and feedback;* • *Yearly employee qualification;* • *…*	*Yearly*

• *Management skills;*
  - *Aptitude, knowledge, practice, organisation, decision making, involvement, controlling, time management, direct and information management;*
  - *internal and external impact for the organisation and individuals;*
  - *performance of instructors;*
• *…*		

• *Status of the planned and ongoing flight training activities - including coordination and monitoring of instructors, students and aircraft dispatch reliability;*
• *…*
	• *OM-A chapter x.6.x preparation of flying programme;*
	• *Instructors training activity reporting;*
	• *Occurrence and feedback reporting;*
	• *Aircraft technical status:*
	  - *Aircraft technical log system;*
	  - *Maintenance reporting.*
		Bi-weekly

• *Students individual performance and progress;* • *Student behaviour and discipline;* • *...*	• *Instructors reporting of individual students performance and progress:* - *Instructors' weekly briefing.* • *OM-A chapter x.4.x student discipline and disciplinary action;* • *...*	

Chief Theoretical Knowledge Instructors (CTKI)

The competence of the Chief Theoretical Knowledge Instructor is supported and evaluated by the Head of Training:

Key Element	***Reference***	***Frequency***
• *Development, implementation and improving of theoretical knowledge lesson plans including associated teaching material;* • *Adherence to prescribed training programme, syllabi and associated lesson plans;* • *Standardisation and improving of classroom teaching skills/capabilities and knowledge transfer of theoretical knowledge instructor;* • *…*	• *«Management evaluation» Organisation Management Manual (OMM), Chapter 6* • *Yearly employee qualification;* • *Theoretical knowledge instructor feedback;* • *Students performance, pass ratio, feedback and satisfaction;* • *…*	*Yearly*
• *Status of the planned and ongoing theoretical knowledge instruction activity – including scheduling, coordination and monitoring of instructors, facilities and teaching material;* • *...*	• *Training Organisation Planning Excel-File I://Org/Planning/...;* • *Instructors training activity, reporting;* • *Student notification and feedback;* • *...*	*Bi-weekly*
• *Students individual performance and progress;* • *Student behaviour and discipline;* • *...*	• *Instructor's reporting of individual students performance and progress;* – *Instructor's weekly briefing* • *OM-A chapter x.4.x student discipline and disciplinary action;* • *...*	

Instructors for flight instructions all categories

The competence of the instructors for flight instructions are supported, standardised and evaluated by the Chief Flight Instructor:

Key Element	***Reference***	***Frequency***
• *Basic Aeronautical and technical knowledge;* • *Flying skills;* • *Threat and error management, decision-making;* • *adherence to standard operating procedures as described in the operations manual, checklists and manual provided by aircraft manufacturer;* • *Adherence to the prescribed training programme, syllabi and associated flight session plans;* • *Effective and efficient instructional technique/skills;* • *the accuracy and adequacy during the evaluation/analysis of student performance and learning process;* • *ascertaining and support of student needs;* • *social skills and crew resource management;* • *record keeping and information management;* • *...*	• *Training organisation Documentation, forms and records;* • *Proficiency checks;* • *Instructor assessment of competence;* • *Standardisation training;* • *Refresher training;* • *Occurrence reporting;* • *Weekly Briefing;* • *…*	*Continuously*
• *Student's individual performance and progress;* • *Student behaviour and discipline;* • *...*	• *Syllabus and flight session targets, students training forms and records;* • *Students performance, pass ratio, feedback and satisfaction;* • *OM-A chapter x.4.x student discipline and disciplinary action;* • *...*	

Theoretical Knowledge Instructors (TKI)

The competence of Theoretical Knowledge Instructors is supported, standardised and evaluated by the Chief Theoretical Knowledge Instructor:

Key Element	***Reference***	***Frequency***
• *Classroom teaching skills/capabilities and knowledge transfer;* • *Use of teaching material and means of demonstration;* • *Adherence to prescribed training programme, syllabi and associated lesson plans;* • *Record keeping and information management;* • ..	• *Training organisation Documentation;* • *Weekly Briefing;* • ..	*Continuously*
• *Students individual performance and progress;* • *Student behaviour and discipline;* • ...	• *Students training forms and records;* • *Students performance, pass ratio, feedback and satisfaction;* • *OM-A chapter x.4.x student discipline and disciplinary action;* • ...	

Other ATO Personnel

The competence of other ATO personnel (e.g. secretary, accounting etc.) is standardised based on:

- *the Management System Training, OMM Chapter 9.x:*
  - *«Basic Training – All Employees»;*
  - *«Continuous Training»; and*
- *evaluated by means of yearly employee qualification by the Accountable Manager.*

CL 4 Training Manual

4.0 The structure and content of the training manual

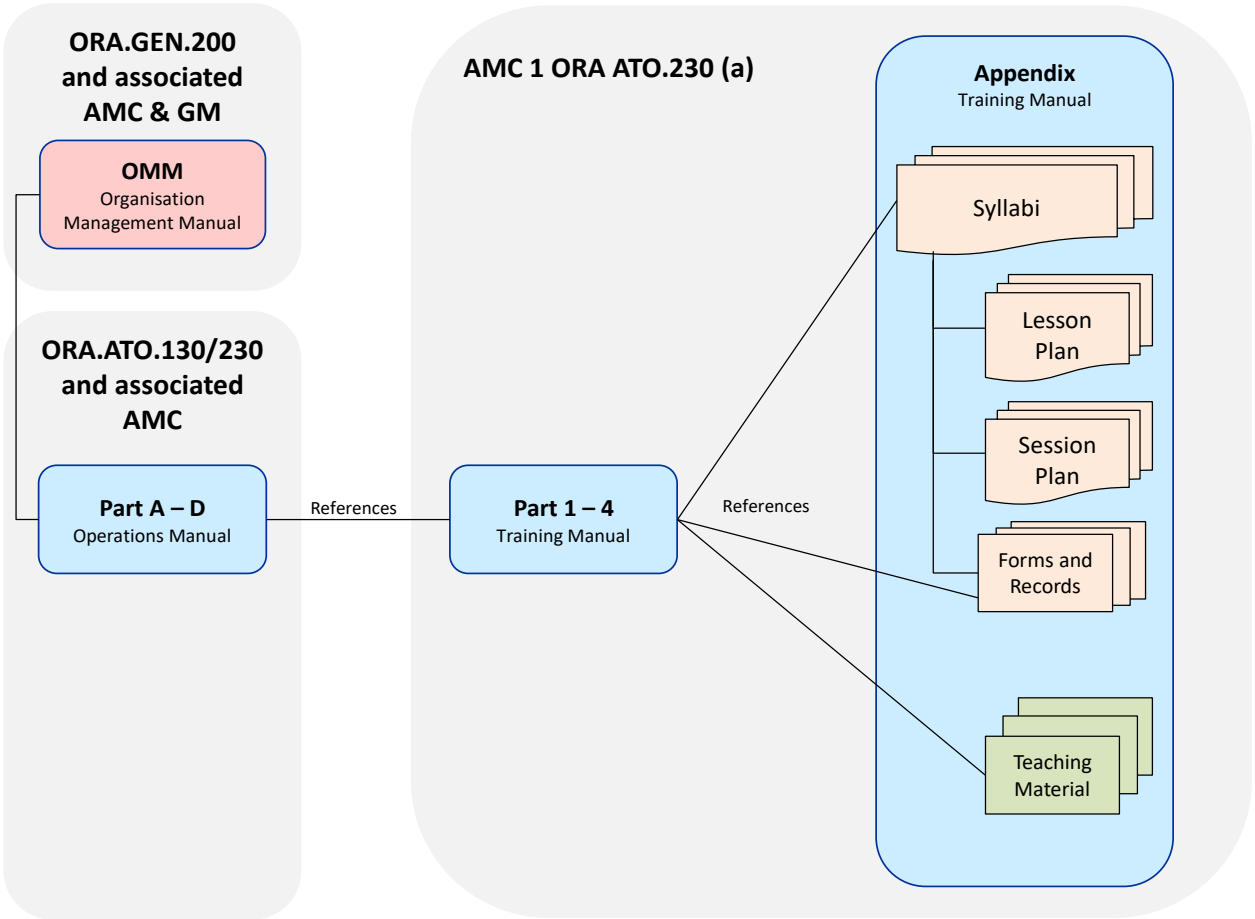
Ch. 4.0 ISS1 / REV0 / 04.01.2016

The Training Manual (TM) is the main instrument by which an Approved Training Organisation (ATO) defines, controls, provides and standardises training. The content of the Training Manual, specifically all syllabi, are elements of the training course approval as documented on the attachment to the Approved Training Organisation Certificate.

Some of the specified subjects in the AMC are relevant for the structure and content for the Training Manual and the Operations Manual (OM). Various essential subjects of the required content as specified in AMC 1 ORA.ATO.230(b) are moreover essential elements for the syllabi as needed by the respective training courses for licences, ratings and certificates. When compiling the training manual, the required content may be documented either in the corresponding chapter of the Training Manual, Operations Manual and/or in the respective syllabus.

Thus, it is not required to duplicate information. FOCA recommends to reference those elements from the Traininig Manual which clearly relate to the content of a syllabus to the corresponding syllabus and those subjects which are already contained in the operations manual to the associated chapter or sub-chapter of the concerned part.

When compiling the Training Manual, the organisation may decide to integrate syllabi, lesson and session plans, forms and records or other elements in a comprehensible appendix. By doing so, references shall be included in the associated chapter of the Training Manual. It must be kept in mind that documents contained in an appendix are still part of the Training Manual and the organisation's documentation as a whole. It is therefore of outmost importance to ensure consistency with all other parts and to integrate all appendices – especially approved syllabi – in the system of amendment and revision as specified in the Organisation Management Manual (OMM).



4.0.1 Terminology

Ch. 4.0.1 ISS1 / REV5 / 23.02.2021

Air crew and air operations regulations uses specific training related terms. Terms used during education are mostly a question of definition and point of view. Therefore, different terms are used to basically express the same meaning. Within this document, the following definitions for the indicated terms are used:

Term	…used for:
Air Exercise	• An air exercise is equivalent to a session plan – see definition above. • The term air exercise is commonly used during training courses for licences and certificates.
Assigned Instructor	• An instructor who is assigned to a student and who is responsible for all aspects of the instructional process during the student's applicable training.
Candidate / Applicant	• Denoting an examinee pursuing the issue, revalidation or renewal of a pilot licence, certificate or rating.
Difference training (GM1 FCL.710)	• Difference training requires the acquisition of additional knowledge and training on an appropriate training device or aircraft.
Familiarisation training (GM1 FCL.710)	• Familiarisation training requires the acquisition of additional knowledge.
Learning Objective	• The LOs define the subject knowledge and applied knowledge, skills and attitudes that a student pilot should have assimilated during the theoretical knowledge course. The LOs are intended to be used by an approved training organisation (ATO) when developing the Part-FCL theoretical knowledge elements of the appropriate course.
Lesson Plan	• A lesson plan is for both, planning and execution of an individual lesson within the theoretical knowledge instruction. A lesson is subdivided in units/lectures to reach the defined learning objectives.
Session Plan	• A session plan is used during flying training and consists of a breakdown of flight and/or simulator training, containing details on the exercises to be conducted including learning objectives.
Student	• A person who is studying at an Approved Training Organisation (ATO) pursuing the issue, revalidation or renewal of pilot licences and associated ratings and certificate.
Syllabus	• A syllabus outlines, lists and summarises topics to be covered in a training course in compliance with the respective regulation.
Training Course	• Is to be considered as the training curriculum for licences, ratings and certificates which are to be in compliance with the respective regulation.
Training Programme	• A training programme is equivalent to a syllabus – see definition below; or • A training programme is the range of defined courses which outline the organisation's/operator's training concept specific to its scope of business and activity.
Unit/Lecture	• A unit/lecture is a single element of the concerned lesson with a specific learning objective.

4.0.2	**Training Syllabus** RB 4.0.2 ISS1 / REV0 / 04.01.2016 / APP	M/CC EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 LEGAL REFERENCE	Part FCL	Part BFCL	Part SFCL
4-TM0-220 Ch.-OM Ch.-Seq.-No.	Appendices to Training Manual Appendices to the Operations Manual Part D MANUAL REFERENCE			

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a log of revision amendments?

☐ Is there a list of effective pages or effective chapters?

☐ Is the syllabus presented in a format which can be used without difficulty?

☐ Is there a comprehensive title of the syllabus which is in compliance with the defined training course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Syllabus is a term used in education and is in general an outline, list and summary of topics to be covered in education and training courses. Within the environment of an approved training organisation a syllabus shall be considered as the training curriculum for licences, ratings and certificates in compliance with the respective regulation. Individual syllabi defining training courses are subject to prior approval and part of the certificate of the approved training organisation.
- Syllabi are part of the Training Manual and the organisation's documentation as a whole. They are to be controlled with the system of amendment and revision as specified in the Organisation Management Manual (OMM). A clear reference to the chapter specifying the applicable system of revision shall be included.
- Training syllabi shall be presented in a format which can be used without difficulty:
  - The format shall be uniquely identifiable;
  - There shall be a comprehensive title;
  - It shall have the effective date and the revision status;
  - Pages shall be numbered;
  - It may be also be used as training record. In such cases there should be enough space to record the students' progress, performance and attendance. Caption to each field of record should be provided.

Content

- For the development of training syllabi, the following structure with associated content has to be considered:

<table>
<tr><td colspan="2">The aim of the course</td><td colspan="2">A statement of what the student is expected to do as a result of the training, level of performance and the training constraints to be observed</td></tr>
<tr><td colspan="2">Pre-entry requirements
Prerequisites for training</td><td colspan="2">Qualifying criteria that must be met before starting the training course of the concerned syllabus such as minimum age, educational and qualification requirements.</td></tr>
<tr><td colspan="2">Credits for previous experience</td><td colspan="2">Qualification and experience requirements before training begins, if applicable.</td></tr>
<tr><td colspan="2">Overview and Summaries</td><td>Overview of training course subjects, phases/stages, progress tests/checks, summary of hours, record of attendance etc.</td><td rowspan="3">The syllabus may be designed to be used as training record.</td></tr>
<tr><td rowspan="2">Course structure</td><td>Theoretical knowledge instruction</td><td>• A detailed breakdown of the content of the theoretical knowledge instruction which specifies the subjects to be studied and tested;
• A statement, of the applicable course/training material used;
• The sequence of the subjects;
• Minimum hours per learning subject and in total;
• Progress tests.</td></tr>
<tr><td>Flying training/ practical training</td><td>• A breakdown of flight and simulator training sessions containing details on the exercises to be conducted including learning objectives;
• Allocation of phases, where applicable;
• Minimum hours and experience requirements;
• Progress/stage check.</td></tr>
<tr><td colspan="2">Forms and records</td><td colspan="2">A reference to the forms and records used.</td></tr>
</table>

4.0.3 Lesson plan RB 4.0.3 ISS1 / REV0 / 23.02.2021				CA EVALUATION METHOD
OM/TM CL TOPIC	Industry practise and educational theory	ORA.ATO.230	Part FCL	Part SFCL
4-TM0-225 Ch.-OM Ch.-Seq.-No.	Part BFCL LEGAL REFERENCE			
	Appendices to syllabi MANUAL REFERENCE			

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation use lesson plans for their class room instruction?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The lesson plan is the theoretical knowledge instructor's guide for running a particular theoretical knowledge lecture. Its purpose is, to support the instructor in both, planning and executing individual lessons. It is one of the main instruments to ensure well organised, effective and standardised training.
- A lesson consists of units which are to be covered within a single lecture to reach the defined learning objective.

  All of LOs as required by the concerned course course shall be implemented. The depth or level of learning to be achieved and the corresponding level of attainment to be examined or assessed is based on the Benjamin Bloom taxonomy. Explanation of the taxonomy used may be found in GM1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d).
- Lesson plans must not be integrated and maintained in the training manual, as long as they have no specific content that is needed to be presented in a syllabus requiring prior approval. This is in order to facilitate any revision or amendment in a simple and efficient way. As already mentioned above, the lesson plan supplements the associated syllabus and shall be considered as a main working tool for theoretical knowledge instructors.

Content

- Ideally, a lesson plan consists of the following elements:

Unit	The description of the subject/topic in the concerned lesson
Learning objective/ standard of performance	A statement of the goal and what the students are supposed to learn
Teaching method	Instructional technique and method for the teaching activity to reach the learning objective. Means to measure the learning progress during the lesson.
Teaching material	Statements of the applicable theoretical models, publications and books, teaching aids, devices, equipment, objects or means used to demonstrate or clarify a learning subject.
Time schedule and allocation	A plan for performing a lesson with its single units to achieve the learning objectives, specifying the order and allotted time.

Example:

T+	*Unit*	*Objectives*	*Media/methods/means*
00:00	*Instructor's Tools - Overview*	*The participant knows the tools for effective classroom instructions and is able to explain their scope and application.*	• *Beamer* • *PPT: Method of applied instructions* • *Interaction of the participants by asking and answering questions.* • *Handbook for teachers, chapter «effective tools for classroom instructions»*
00:10	*The Lesson Plan*	*The participant understands why a lesson plan should be used for the training and identifies its influence on applied and standardised instructions. Their purpose and application can be named.*	• *Beamer* • *PPT: Definition of Lesson Plan* • *Discussion and interaction of the participants by asking and answering questions.* • *Handbook for teacher's, chapter «methodology on the use of lesson plan»*
01:00	*Lesson Plan Structure and Content*	*The participant names and specifies the structure and the required content based on the organisation's lesson plan.* *The participant is proficient to develop a lesson plan for a specific learning objective.*	• *Flipchart* • *Practice: Group Work, Working Paper «On the Development of Lesson Plans»* • *Lesson plan template*
02:00	*Review*		
02:10	*End of lesson*		

4.0.4	**Session plan** RB 4.0.4 ISS1 / REV4 / 22.10.2019	CA EVALUATION METHOD
OM/TM CL TOPIC 4-TM0-230 Ch.-OM Ch.-Seq.-No.	Industry practise and educational theory ORA.ATO.230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE	
	Appendices to syllabi MANUAL REFERENCE	

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation use session plans for their practical flight and/or simulator training?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- A session plan defines the content of practical flight and/or simulator training and is an instructor's detailed description and guidance of an individual flight and/or simulator session. It contains details on the exercises to be conducted including learning objectives;
- Session plans are required elements of a syllabus;
- Session plans may be added with elements such as briefing and debriefing, self-assessment and instructor's evaluation records;
- A session plan, typically consists of the following elements:

Session content	A statement of the session main objective
Session programme	Training and demonstration subjects to be covered, including exercises, manoeuvres and instructional methods.
Learning objective / standard of performance	A statement of the goals including standard of performance to be demonstrated. Details on what new knowledge and/or skill the student is expected to acquire.
Time schedule and allocation	Arrangements and time scale for each training subject/exercise and in the case of simulator training, an outline of events.
Operational environment for flight training in a FSTD (Ideally to be published as separate instructor/student handout)	Elements describing the simulated scenario such as: • Airports/Aerodromes • Weather • Loading • Performance • Special conditions • etc.

4.1 TM Part 1 «The training plan»

Ch. 4.1 ISS1 / REV0 / 04.01.2016

4.1.1 The aim of the course (ATPL, CPL/IR, CPL, etc. as applicable)

RB. 4.1.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC 4-TMP1-1-235 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE Element of each single syllabus defining a specific training course TM Part 1,Chapter x.1.x «The aim of the course» OM Par A, Chapter 5.2 «Flight crew» OM Part D, Chapter 2.x «Training syllabi and checking programme» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement defining the aim of the specific training course?

☐ Is there a comprehensive reference to the applicable aim of the course mentioning that the statement is an integral part of the syllabi?

☐ Is the statement in compliance with the defined training course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The aim of the course is a statement of what the student is expected to achieve as a result of the training, level of performance and the training constraints.
- The organisation may decide to include statements of the aim of the course for all applicable training courses as a list in TM Part 1, chapter 1 «The aim of the course», or include it in the respective syllabus. If contained in the syllabus a comprehensive reference to the applicable statement shall be included. Ideally, the aim is presented at the very beginning of the respective syllabus of the concerned training course.
  - Refer also to FOCA CL OM/TM, Chapter 4.0.2 «Training Syllabus».

Example

For statements defining the aim of all applicable training courses refer to the respective syllabus.

Example defining the aim of a specific course

- *The aim of the BPL training course is to train the applicant to the level for the issue of a BPL licence and to act as pilot in command without remuneration on hot-air balloons or hot-air airships;*
- *The aim of the CPL(A) integrated course is to train pilots to the level of proficiency necessary for the issue of a CPL(A); or*
- *…*

4.1.2 Pre-entry requirements

RB. 4.1.2 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

	ORA.ATO.130/230 ORA.ATO.145 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
TM CL TOPIC 4-TMP1-2-240 Ch.-OM-Ch.-Seq.-No.	Element of each single syllabus defining a specific training course TM Part 1,Chapter x.2.x «Pre-entry requirements» OM Part A, Chapter 5.2 «Flight crew» OM Part D, Chapter 2.x «Training syllabi and checking programme» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the pre-entry requirements for the specific training course defined?

☐ Is there a comprehensive reference to the applicable requirements if the pre-entry requirements are an integral part of the syllabi?

☐ Are the pre-entry requirements in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective training course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Pre-entry requirements are qualifying criteria that must be met for the training course of the respective syllabus.
- Pre-entry requirements are to be in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective licences, ratings and certificates in general, under the paragraph title prerequisites.
- The organisation may decide to include pre-entry requirements for all applicable training courses as a list in TM Part 1, chapter 1 «Pre-entry requirements», or include it in the respective syllabus. If contained in the syllabus a comprehensive reference to the applicable pre-entry requirements shall be included. Ideally, pre-entry requirements are contained in the respective syllabus of the concerned training course.
  - Refer also to FOCA CL OM/TM, Chapter 4.0.2 «Training Syllabus».
- Pre-entry requirements may include, as applicable, the following:

Minimum age	According to Air Crew Regulation Annex 1 Part FCL, Part SFCL, Part BFCL as relevant for the category of licence, rating or certificate
Educational/qualification requirements	
Licence/certificate requirements	
Medical requirements	
Language requirements	

4.1.3 Credits for previous experience

RB. 4.1.3 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
TM CL TOPIC 4-TMP1-3-245 Ch.-OM-Ch.-Seq.-No.	Element of each single syllabus defining a specific training course TM Part 1,Chapter x.3.x «Credits for previous experience» OM Part A, Chapter 5.2 «Flight crew» OM Part D, Chapter 2.x «Training syllabi and checking programme» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the credits for the specific training course defined?

☐ Is there a comprehensive reference to the applicable credits if credits for previous experience are an integral part of the syllabi?

☐ Are the defined credits in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective training course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Experience related to former licences, certificates, ratings and flight time may count as credit towards the concerned training course.
- Credits are to be in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective licences, ratings and certificates.
- The organisation may decide to include credits for all applicable training courses as a list in TM Part 1, chapter 1 «Credits for previous experience», or include it in the respective syllabus. If contained in the syllabus a comprehensive reference to the applicable credits shall be included. Ideally, credits for previous experience are contained in the respective syllabus of the concerned training course.
  - Refer also to FOCA CL OM/TM, Chapter 4.0.2 «Training Syllabus».

4.1.4 Training syllabi

RB. 4.1.4 ISS1 / REV0 / 04.01.2016 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP1-4-250 Ch.-OM-Ch.-Seq.-No.	Appendices to Training Manual Appendices to the Operations Manual Part D MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a comprehensive reference to the applicable syllabi?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to FOCA CL OM/TM, Chapter 4.0.2 «Training Syllabus».
- A syllabus outlines, lists and summarises topics to be covered in a training course in compliance with the respective regulation. Individual syllabi defining training courses are subject to prior approval and are part of the certificate of the approved training organisation.
- The organisation shall include at least a statement that the syllabi are maintained in the appendix to the TM.

Example

For syllabi defining training courses refer to Training Manual, «Appendix XXX» of the training manual.

4.1.5 The time scale

RB. 4.1.5 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC 4-TMP1-5-255 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE Element of each single syllabus defining a specific training course TM Part 1,Chapter x.5.x «The time scale» OM Part D, Chapter 2.x «Training syllabi and checking programme» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the time scales and constraints included in the concerned training course?

☐ Are the defined constraints and provisions related to time in compliance with the EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective training course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Constraints and provisions related to time are to be in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective training course for licences, ratings and certificates. The following shall at least be considered during the development of a specific training course:
  - Minimum / maximum duration;
  - Minimum hours and experience requirements;
  - Minimum hours per learning subject, and in total;
  - Sequence and allocation of phases, where applicable;
  - Time scheduling in weeks.
- Time scales and schedules are contained in the syllabi of the concerned training courses.
  - Refer also to FOCA CL OM/TM, Chapter 4.0.2 «Training Syllabus».
- For information related to time schedule and allocation in lessons and session plans refer also to:
  - FOCA CL OM/TM, Chapter 4.0.3 «Lesson plan»;
  - FOCA CL OM/TM, Chapter 4.0.4 «Session plan».

4.1.6 Training programme

Ch. 4.1.6 ISS1 / REV0 / 04.01.2016

4.1.6.1 The general arrangement of daily and weekly programmes

RB 4.1.6.1 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

TM CL TOPIC 4-TMP1-6-260 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 LEGAL REFERENCE TM Part 1,Chapter x.6.x «Training programme» OM Part A, Chapter x.6.x «Preparation of flying programme» OM Part A, Chapter 2.3.x «Operations control» OM Part D, Chapter 3.x «Procedures» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a method to plan, coordinate and monitor the daily and weekly programme of flying activities, theoretical knowledge instruction and training in FSTDs, if applicable?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organisation shall establish a method to plan, coordinate and monitor the daily and weekly programme of flying activities/lessons, theoretical knowledge instruction and training in FSTDs, if applicable. This method should be adapted to the size and complexity of the Approved Training Organisation.
- For the method to plan, coordinate and monitor the daily flight activity refer to FOCA CL OM/TM, Chapter 3.1.6 «Preparation of flying programme».
- The means for planning and monitoring the theoretical knowledge instruction and FSTD training activity may consider the:
  - agenda including timetable
  - classroom booking
  - FSTD identification
  - nature of use (kind of theoretical knowledge instruction, examination, briefing, etc.)
  - student / class identity
  - instructor
- These means may consist of a simple paper agenda up to a sophisticated electronic application.

Example:

For guidance and example to develop a method to coordinate and plan the daily and weekly programme refer to the example provided in FOCA CL OM/TM, Chapter 3.1.6 «Preparation of flying programme».

4.1.6.2 Bad weather constraints

RB. 4.1.6.2 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

TM CL TOPIC 4-TMP1-6-265 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 Part NCO Subpart B LEGAL REFERENCE
	TM Part 1, Chapter x.6.x «Training programme» OM Part A, Chapter 8.1.3 «Methods and responsibilities for establishing aerodrome minima» OM Part A, Chapter 8.7.x «Training flight» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide provisions in case of bad weather constraints?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organisation may reference to the applicable chapters and subchapters contained in Operations Manual Part A and C.
- Refer to FOCA CL OM/TM, Chapter 3.1.6 «Preparation of flying programme».
- Refer to FOCA CL OM/TM, Chapter 3.3.4 «Weather minima (Flying instructors)».
- Refer to FOCA CL OM/TM, Chapter 3.3.5 «Weather minima (Students – at various stages of training)».

Example

For bad weather constraints refer to:

- *OM Part A, Chapter x.6.x «Preparation of flying programme»;*
- *OM Part C, Chapter x.4.x «Weather minima (Flying instructors)»;*
- *OM Part C, Chapter x.5.x «Weather minima (Students – at various stages of training)».*

4.1.6.3 Programme constraints in terms of maximum student training times

RB. 4.1.6.3 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

TM CL TOPIC 4-TMP1-6-270 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 Refer also to OMTM.3 - OMA14/15/16/17 - 095 LEGAL REFERENCE TM Part 1, Chapter x.6.x «Training programme» OM A, Chapter 7 «Flight time limitations» OM D, Chapter 3 «Procedures» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide information on the constraints in terms of maximum student training times?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organisation shall establish criteria for constraints in terms of maximum student training times:
  - For restrictions related to flight session training/units refer to FOCA CL OM/TM, Chapter 3.1.15 «Flying duty period and flight time limitations (students)» and Chapter 3.1.17 «Rest periods (students)»;
  - The restriction related to flight session training/units may also be applied for FSTD training;
  - When the organisation develops a time schedule for theoretical knowledge instruction the organisation shall consider educational theory – and human factors.
- The organisation may decide to devise information on constraints in terms of maximum student training times in two different chapters. Constraints related to flight session training/units may be included in the OM Part A, Chapter x.14.x «Flying duty period and flight time limitations» and restrictions related to theoretical knowledge instruction and FSTD training in TM Part 1, Chapter x.6.x «Programme constraints in terms of maximum student training times» or include all constraints in OM Part A, Chapter x.14.x «Flying duty period and flight time limitations».

Example

Without prejudice of an approved training course, the following constraints in terms of maximum student training times apply:

Theoretical knowledge instruction	*In general, a maximum of eight lessons per day shall be considered when planning theoretical knowledge instructions*
FSTD session	*Students shall not complete more than three simulator training sessions per day*
Flight session	*OM Part A, Chapter x.14.x « Flying duty period and flight time limitations»*

4.1.6.4 Restrictions in respect of duty periods for students

RB. 4.1.6.4 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

TM CL TOPIC	ORA.ATO.130/230 Refer also to OMTM.3 - OMA14/15/16/17 - 095 LEGAL REFERENCE
4-TMP1-6-275 Ch.-OM-Ch.-Seq.-No.	TM Part 1, Chapter x.6.x «Training programme» OM A, Chapter 7 «Flight time limitations» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide restrictions in respect of duty periods for students?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to FOCA CL OM/TM, Chapter 3.1.15 «Flying duty period and flight time limitations (students)» and review the information especially in the example provided in subtitle «additions for students».
- The organisation shall include in this chapter a reference to the applicable provisions in OM Part A, Chapter x.14.x «Flying duty period and flight time limitations».

4.1.6.5 Duration of dual and solo flights at various stages

RB. 4.1.6.5 ISS1 / REV0 / 04.01.2016 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP1-6-280 Ch.-OM-Ch.-Seq.-No.	TM Part 1, Chapter x.6.x «Training programme» Element of each single syllabus defining a specific training course MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the duration of dual and solo flights included in the concerned training course?

☐ Is there a statement that the duration of dual and solo flight are subjects of individual training course syllabi?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Constraints and provisions related to duration of dual and solo flights are requirements when developing exercises for a training course syllabus.
- The following licences and ratings training courses requires constraints and provisions related to the duration of dual and solo flights:
  - LAPL
  - PPL/SPL/BPL
  - Night
- The organisation shall include at least a statement that syllabi include the required provisions related to the duration of dual and solo flights.

Example

For provisions related to dual and solo flights refer to the respective training course syllabus.

4.1.6.6 Maximum number of flying hours in any day or night

RB 4.1.6.6 ISS1 / REV0 / 04.01.2016

4.1.6.7 Maximum number of training flights in any day or night

RB 4.1.6.7 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

TM CL TOPIC 4-TMP1-6-285 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 Refer also to OMTM.3 - OMA14/15/16/17 - 095 LEGAL REFERENCE
	TM Part 1, Chapter x.6.x «Training programme» OM A, Chapter 7 «Flight time limitations» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide restrictions in respect to maximum flying hours in any day or night?

☐ Does the organisation provide restrictions in respect to a maximum number of training flights in any day or night?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to FOCA CL OM/TM, Chapter 3.1.15 «Flying duty period and flight time limitations (students)» and review the information especially in the example provided in subtitle «additions for students».
- The organisation shall include in these chapters a reference to the applicable provisions in OM Part A, Chapter x.14.x «Flying duty period and flight time limitations».

4.1.6.8 Minimum rest period between duty periods

RB 4.1.6.8 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

OM/TM CL TOPIC 4-TMP1-6-290 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 Refer also to OMTM.3 - OMA14/15/16/17 - 095 LEGAL REFERENCE
	TM Part 1, Chapter x.6.x «Training programme» OM A, Chapter 7 «Flight time limitations» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide restrictions in respect to minimum rest period between duty periods?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to FOCA CL OM/TM, Chapter 3.1.16 «Rest periods (instructors)» and Chapter 3.1.17 «Rest periods (students)». For students review the information especially in the example provided in subtitle «additions for students».
- The organisation shall include in this chapter a reference to the applicable provisions in OM Part A, Chapter x.14.x «Flying duty period and flight time limitations».

4.1.7 Training Records

Ch. 4.1.7 ISS1 / REV0 / 04.01.2016

4.1.7.1 Rules for security of records and documents

RB 4.1.7.1 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.GEN.220 ORA.ATO.120 ORA.ATO.130/230 Refer also to FOCA CL MS Chapter 10 LEGAL REFERENCE
4-TMP1-7-295 Ch.-OM-Ch.-Seq.-No.	TM Part 1, Chapter x.7.x «Training records» OMM, Chapter 10.x «Record Keeping and Archiving» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the training records and documents safeguarded?

☐ Are the rules for security in accordance with the record-keeping provisions provided in the management system?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to:
  - FOCA CL MS, Chapter 10 «Record Keeping».

4.1.7.2 Attendance records

RB 4.1.7.2 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.GEN.200 ORA.GEN.220 ORA.ATO.120 ORA.ATO.130/230 LEGAL REFERENCE
4-TMP1-7-300 Ch.-OM-Ch.-Seq.-No.	TM Part 1, Chapter x.7.x «Training records» OM Part D, Chapter 3 «Procedures» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the means for recording the individual attendance and progress for students defined?

☐ Is the means of record suitable and easy to use?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- For monitoring and controlling purposes the attendance of students shall be appropriately defined and recorded. For examples of personal files also refer to FOCA CL OM/TM, Chapter 3.1.12 «Flight crew qualification records (licences and ratings)».
- In general the attendance and progress during the course of studies may be recorded in the individual training record of the respective student. Training syllabi may also be used as training record. In such cases there should be space provided to record the individual attendance and progress.
- Attendance of theoretical knowledge instruction performed in classes may also be recorded in a specific classroom attendance record form.

Example

Classroom attendance record:

	NAME	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	*dd.mm.yyyy*	#	%
1	*Peter Example*	*x*	*x*	*x*		*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*11*	*91.7%*
2	*Anna Student*		*x*		*x*	*x*	*x*	*x*	*x*			*x*	*x*	*8*	*66.7%*
3	*Tom Airspeed*	*x*	*x*		*x*	*x*	*x*		*x*	*x*	*x*		*x*	*9*	*75.0%*
4	*John Nerd*	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*12*	*100.0%*
5														*0*	*0.0%*
6														*0*	*0.0%*
7														*0*	*0.0%*
8														*0*	*0.0%*
9														*0*	*0.0%*
10														*0*	*0.0%*
	# in Attendance:	*3*	*4*	*2*	*3*	*4*	*4*	*3*	*4*	*3*	*3*	*3*	*4*	***3***	***83.3%***

4.1.7.3 The form of training records to be kept

RB 4.1.7.3 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

OM/TM CL TOPIC 4-TMP1-7-305 Ch.-OM-Ch.-Seq.-No.	ORA.GEN.200 ORA.GEN.220 ORA.ATO.120 ORA.ATO.130/230 Refer also to FOCA CL MS Chapter 10 LEGAL REFERENCE
	TM Part 1, Chapter x.7.x «Training records» OMM, Chapter 10.x «Record keeping and archiving» OM Part A, Chapter 2.1 «Control, analysis and storage of required records» OM Part D, Chapter 4 «Document storage» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is it specified in which form the records are kept (hardcopies/text paper or digital applications)?
- ☐ Is the type of format:
  - ☐ specified in this chapter of the training manual? or
  - ☐ specified in OMM, Chapter 10.x «Record keeping and archiving»; and
    - ☐ Is there an appropriate reference to the concerned subchapter of the OMM?
- ☐ Is the type of form in compliance with the requirements stated in FOCA CL MS, Chapter 10 «Record Keeping» and Chapter 3.2 «Electronic Data Processing (EDP)»?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to:
  - FOCA CL MS, Chapter 10 «Record Keeping»; and
  - FOCA CL MS, Chapter 3.2 «Electronic Data Processing (EDP)»
  - FOCA CL OM/TM, Chapter 3.1.12 «Flight crew qualification records (licences and ratings)».

4.1.7.4 Persons responsible for checking records and students' log books
RB. 4.1.7.4 ISS1 / REV0 / 04.01.2016

4.1.7.5 The nature and frequency of record checks
RB. 4.1.7.5 ISS1 / REV0 / 04.01.2016

4.1.7.6 Standardisation of entries in training records
RB. 4.1.7.6 ISS1 / REV0 / 04.01.2016

4.1.7.7 Rules concerning log book entries CA
RB. 4.1.7.7 ISS1 / REV0 / 04.01.2016 EVALUATION METHOD

TM CL TOPIC	ORA.GEN.200 ORA.GEN.220 ORA.ATO.120 ORA.ATO.130/230 Refer also to OMTM.3-OMA18-100 LEGAL REFERENCE
4-TMP1-7-310 Ch.-OM-Ch.-Seq.-No.	TM Part 1, Chapter x.7.x «Training records» OM Part A, Chapter 2.1.x «Control, analysis and storage of the required records» OM Part D, Chapter 3 «Procedures» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Does the organisation provide provisions on how to check training records regularly?
  - ☐ Do the rules include:
    - ☐ function responsible, nature and frequency for checking records?
    - ☐ prior recommendation/registration for test/check/examination:
      - ☐ that the training performed is complete and compliant/correct?
      - ☐ that the training records are accurate and complete?
- ☐ Does the organisation provide rules and define the responsibilities for log book entries?
  - ☐ Are the rules and responsibilities:
    - ☐ specified in this chapter of the training manual? or
    - ☐ specified in OM/TM, Chapter 3.1.18 «Pilots' log book»; and is there an appropriate reference to the concerned subchapter?
    - ☐ are the rules and responsibilities in compliance with the requirements stated in FOCA CL OM/TM, Chapter 3.1.18 «Pilots' log book»?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Pilots' log book

- The OM Part A contains already rules and responsibilities regarding pilots' log book entries. The organisation shall include in this chapter a reference or the applicable provisions:

Pilots' log book	• Persons responsible for checking students' log books entries • Application of midnight blue ink 105194, Mont Blanc • Rules concerning log book entries	Refer to FOCA CL OM/TM, Chapter 3.1.18 «Pilots' log books»

Training records

- The organisation shall provide provisions on how to check training records regularly. This shall include at least:
  - Function responsible for checking records;
  - Nature and frequency of record checks;

- Standardisation of entries in training records.

These provisions shall be consistent with OM Part A, Chapter 3.1.12 «Flight crew qualification records (licences and ratings)».

- Prior to recommendation/registration for test/check/examination on how the Head of Training or Chief Flight Instructor, if applicable, must check the training record for completeness and correctness of the training performed.
- For the purpose of standardisation, the Head of Training shall regularly consider results out of the review of the training records for the next standardisation training and for the individual ATO personal standard evaluation.

Example

Nature	***Task***	***Frequency***	***Responsibility***
Flight training session/units	*Establishing, amending and revising individual training records*	*continuously*	*Instructor*
Progress test/check	*Check student progress and performance*	*According to approved syllabus*	*Assigned instructor*
Test/check/examination	• *Check completeness and correctness of the training performed* • *Verify the training records accurateness and completeness* • *Recommendation/registration for check* • *student file management*	*Completion of training*	*Head of Training*
Management review and standardisation	*Review information provided, training records entries for:* • *compliance with internal and external standards;* • *accurateness;* • *readability;* • *intelligibility.* *Consider results for the next standardisation training and for the ATO personal standard evaluation.*	*Yearly*	*Head of Training*

4.1.8 Safety training

Ch. 4.1.8 ISS1 / REV5 / 23.02.2021 / APP

4.1.8.1 Individual responsibilities

RB. 4.1.8.1 ISS1 / REV0 / 04.01.2016

4.1.8.2 Essential exercises

RB. 4.1.8.2 ISS1 / REV0 / 04.01.2016

4.1.8.3 Emergency drills (frequency)

RB. 4.1.8.3 ISS1 / REV0 / 04.01.2016

4.1.8.4 Dual checks

RB. 4.1.8.4 ISS1 / REV0 / 04.01.2016

4.1.8.5 Requirement before first solo day, night or navigation etc.

RB. 4.1.8.5 ISS1 / REV0 / 04.01.2016

M/CC
EVALUATION METHOD

TM CL TOPIC	ORA.ATO.130/230 LEGAL REFERENCE	Part FCL	Part SFCL	Part BFCL
4-TMP1-8-315 Ch.-OM-Ch.-Seq.-No.	TM Part 1, Chapter x.8.x «Safety training» OM Part D, Chapter 2.x «Training syllabi and checking programme» MANUAL REFERENCE			

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement, that training details for abnormal and emergency procedures, practices and manoeuvers are to be found in session plans/air exercises of the applicable syllabus?

☐ Is there a statement that the student fulfils prerequisites, experience requirements and that tests/checks have been passed as applicable to the syllabus and intended session?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Safety training is the skill acquisition for the handling of abnormal and emergency situations.
- Training details for abnormal and emergency procedures, practices and manoeuvers are major elements and essential exercises in individual session plans/air exercises of a specific syllabus as applicable.
- Overview of safety training requirements:

Detailed content **Sequence, Frequency**	• The content and sequence of the training subjects are to be in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective licences, ratings and certificates. • Training subjects and related essential exercises including consecutive repetitions are to be integrated in single session plans/air exercises.	• FOCA CL OM/TM, CL 5 Appendix «Syllabi for Licences, Ratings an Certificates» • FOCA CL OM/TM, Chapter 4.21 «Air exercise»
Progress	• Relevant prerequisites and requirements • Phase of training • Progress tests	• FOCA CL OM/TM, CL 5 Appendix «Syllabi for Licences, Ratings an Certificates» • FOCA CL OM/TM: - Chapter 3.1.5 «Approval/authorisation of flights» - Chapter 4.2.3 «Course structure: Phase of training» - Chapter 4.2.5 «Student progress» - Chapter 4.2.7 «Progress tests»

Student practice	• Demonstration • Practice/adaption • Repetition/drill		• FOCA CL OM/TM, Chapter 4.2.6 «Instructional methods»
Procedure	• Aircraft type specific abnormal and emergency procedures and checklist		• OM Part B «Technical» • AFM/POH etc. • Session plan
	• Abnormal and emergency aircraft handling, practices and manoeuvres		
	• Decision-making and abnormal/emergency management		• OM Part B Chapter x.3.x «Emergency management and decision making»
Responsibilities	Instructor	• Adherence to prescribed syllabi and associated session/lesson plan • Vary repetitions/apply drills according to the student's needs	• FOCA CL OM/TM, Chapter 4.2.6 «Instructional methods»
	Head of Training HT	• Development and implementation of training courses, syllabi and session plans	• FOCA CL OM/TM, Chapter 3.1.3.1 «Head of Training (HT)»
	HT or CFI if applicable	• Standardisation and evaluation	• FOCA CL OM/TM, Chapter 3.4.4 «Standardisation Training» • FOCA CL OM/TM, Chapter 3.4.7 «ATO Personnel Standard Evaluation»

Example

Safety training is the skill acquisition for the handling of abnormal and emergency situations. Training details for abnormal and emergency procedures, practices and manoeuvers are to be found in individual session plans/air exercises in the syllabus of the applicable training course.

As relevant to the session progress and the student's needs:

- *additional explanations and/or instructions shall be provided, and/or*
- *single exercises repeated or extensively practiced.*

Instructors are to ensure, that the:

- *provided training for abnormal and emergency procedures, practices and manoeuvers is according to the content of the applicable syllabus and associated session plans; and*
- *student fulfils prerequisites, experience requirements and passed tests/checks as applicable to the syllabus and intended session.*

4.1.9 Assessments, tests and examinations

Ch. 4.1.9 ISS1 / REV5 / 23.02.2021

4.1.9.1 Area 100 KSA – General

RB 4.1.9.1 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230 Part-FCL LEGAL REFERENCE
4-TMP1-9-319 Ch.-OM-Ch.-Seq.-No.	Refer to table «Affected documentation» MANUAL REFERENCE

APP: Training courses for Commercial Pilot Licence (CPL), Airline Transport Pilot Licence (ATPL) and / or Multi-Pilot Licence (MPL) for Aeroplane and Helicopter (A/H) require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there an Instructional System Design (ISD) method defined?
- ☐ Is there an assessment tool that can be applied during formative and summative assessments? Does the tool include:
  - ☐ the competency and its description?
  - ☐ Indicators?
  - ☐ a possibility to record:
    - ☐ the number of performance indicators which were assessed for the relevant competency?
    - ☐ level of performance – how well the competency was demonstrated in the assessment?
    - ☐ for summative assessment, the level of success?
- ☐ Is there a process and guidance on how to conduct Area 100 formative and summative assessment provided?
- ☐ Are there at least one formative and two summative assessments including exercices?
  - ☐ Are they included in:
    - ☐ the Training Manual; or
    - ☐ provided as an appendix.
- ☐ Is there a method of debriefing assessments provided?
  - ☐ Is the debriefing included in the conduct of Area 100 assessment process?
- ☐ Is the Theoretical Knowledge Instructor (TKI)
  - ☐ initial training;
  - ☐ recurrent training; and
  - ☐ standardisation defined?
- ☐ Is the list of instructors amended with the Area 100 KSA competence?
- ☐ Is the outcome of the summative assessment and mental math test included in the student file?
- ☐ For a student who performs below the satisfactory standard in an Area 100 KSA summative assessment(s), is there a method to further develop the student's competencies and how to conduct the reassessment?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- Area 100 KSA moves the commercial pilot training from the limited subject learning and testing towards a linked competency-based training, and especially from memorisation learning towards

scenario-based teaching that enables understanding, not just isolated factual knowledge of single subjects.

- Area 100 Knowledge Skills and Attitudes (KSA):
  - is applicable, to integrated and modular ATPL, MPL and CPL training courses (A/H);
  - is a specific learning subject including associated learning objectives. It consists of formative and summative assessments and mental math tests;
  - formative assessment(s) and summative assessments may include but not be limited to: written planning exercises combining multiple subjects; practical exercises using training devices (if available); scenario-based oral board (viva voce); scenario-based communications exercises; written assignments or project work; and preparation and delivery of group or individual presentations;
  - assessments are to be debriefed. Debriefs should be effective, highlighting the student's strengths and weaknesses and enabling future improvement. The associated method of debriefing is to be defined in the process «conduct of Area 100 KSA assessments».
- The formal Part FCL examination can be started before mental maths test and the two summative assessements are completed. In other words, the mental maths test and the two summative assessements must be completed before the first attempt of the last subject.

Definitions

The following definitions apply:

Formative Assessment	• refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course.
Summative Assessment	• are used to evaluate student learning, skill acquisition and academic achievement at the end of a unit, lesson, or course.
Word Pictures	• are a verbal description of the learning objectives / standard of performance to be reached.
Mental Math Test	• refers to a test checking in non-calculator test scenarios or scenario exercises, the ability in a time-efficient manner to make correct mental calculation approximations.
Scenario-based	• interactive and active learning by solving problems / challenges of cases close to realistic / real-life work environments

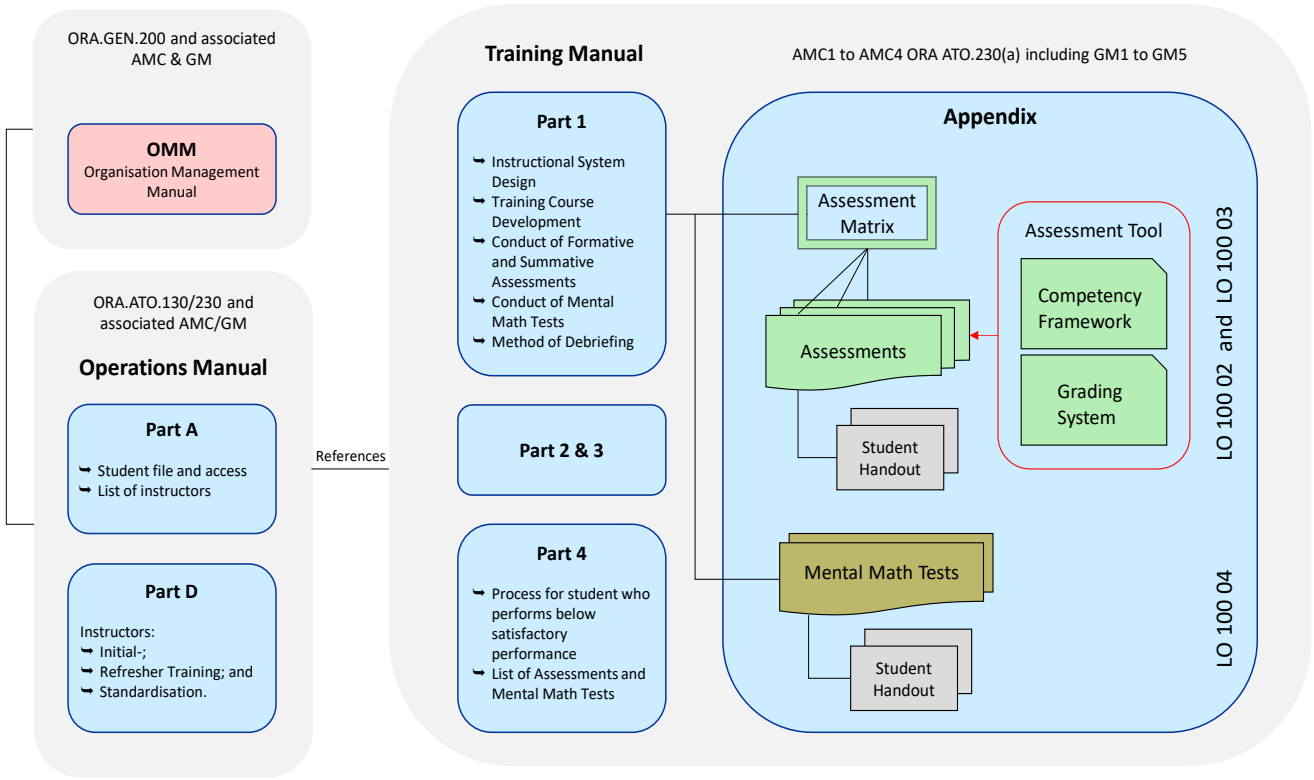
Implementation Tasks

For the implementation of Area 100 KSA the following developments and implementations are required:

- Instructional System Design (ISD) method;
- Competency Framework comprising the description for each single competence including the related performance indicators to the LOs of 100 02 «Core competencies learning objectives» and 100 03 «Additional Threat and Error Management (TEM) related Learning Objectives»;
- A grading system which can be applied for assessing the student level of performance;
- Assessment Tool. The Competency Framework combined with the grading system may be designed to be used as Assessment Tool;
- A process for the conduct of assessments;
- Scenario based assessments and exercises, by covering all of the LOs;
- Method of debriefing;
- Mental math test;
- Theoretical Knowledge Instructor initial training;
- Recurrent training and standardisation;
- A process for students who perform below satisfactory standard;
- Record keeping of student file.

Affected documentation

Overview of the required documenetation amendments for Area 100 KSA:



Subject	Refer to:
Instructors that deliver and/or are responsible for assessing Area 100 KSA	FOCA CL OM/TM, Chapter 3.1.12.1 «List of instructors – personal details and qualification of instructors»
Instructor initial training on KSA instruction and assessment	FOCA CL OM/TM, Chapter 3.4.2 «Initial Training»
Instructor recurrent training and standardisation	FOCA CL OM/TM, Chapter 3.4.3 «Refresher training»
Instructional systems design methodology	FOCA CL OM/TM, Chapter 4.1.10 «Training effectiveness»
Process for course development	
Student file content and restricted access	FOCA CL OM/TM, Chapter 3.1.12 «Flight crew qualification records (licences and ratings)»
Conduct of Area 100 KSA formative and summative assessments	FOCA CL OM/TM, Chapter 4.1.9 «Assessments, tests and examinations»
Conduct of Area 100 KSA mental math tests	
Area 100 KSA grading system	
Assessment Matrix	
Method of debriefing	
List of Area 100 KSA assessments and tests	FOCA CL OM/TM, Chapter 4.4.7 «Appendices»
Process for a student who performs below satisfactory standard in a summative assessment	FOCA CL OM/TM, Chapter 4.4.6 «Review Procedure»

Overview

Area 100 KSA

Formative Assessment

- At least one formative assessment shall be performed;
- To be conducted during the training;
- Develop competencies and have the opportunity to ask questions in the Learning Objectives (LOs) of 100 02 «Core competencies learning objectives» and 100 03 «Additional Threat and Error Management (TEM) related Learning Objectives»;
- May be conducted in a formative evaluation over a specified phase of the course.

Summative Assessment

- At least two summative assessments shall be performed;
- Opportunity to demonstrate competency in all LOs of 100 02 «Core competencies learning objectives» and 100 03 «Additional Threat and Error Management (TEM) related Learning Objectives»;
- The LOs may be divided into each individual summative assessments;
- Description of the student performance and competency level (word pictures);
- Grading system for the assessment;
- 35% of the performance indicators in the relevant competency are satisfactorily to be achieved.

- A matrix should be maintained that shows which LOs are covered in which exercise;
- Instructors are to be trained to deliver formative / summative assessments;
- Assessments should be debriefed by the defined method.

Mental Math Test

- At least one test shall be performed;
- The test shall include at least two questions per LO 100 04 «Mental Maths»;
- Easily to be integrated into learning subject 033 «Flight Performance and Planning — Flight Planning and Monitoring» and learning subject 061 «Navigation – General Navigation»;
- Written or oral format;
- Minimum score 75% or higher;
- Completed before first attempt of last subject of theoretical knowledge examination.

General

- Different instructional method / styles are to be used;
- Scenario-based, where possible;
- To be documented in the students training record;
- Access to Area 100 KSA records should be restricted.

Assessment design

The individual Area 100 KSA formative assessment(s) and summative assessments design might consider:

- that the content including the defined exercises of the assessment allows the student to demonstrate and the instructor to evaluate the intended competence/skill in consistence with the concerned LO;
- that the setup, sequence and environment of the exercises allow to perform standardised and consistent conduct of assessment and related student performance evaluation;
- utilising a wide range of instructional methods/learning styles;
- practical exercises using training aids/devices;
- scenario based:
  - case study exercises, written assignments/project work;
  - oral board (instructor oral questioning/test, viva voce);
  - communications exercises;
  - conversation linked to a part of the course content;
  - performance review after group project/assignments;
  - written planning exercises combining multiple subjects;
  - exercises allowing the application Threat and Error Management (TEM)
- role play that depicts real life situation/scenario;
- presentation exercises, preparation and delivery of group or individual presentations and discussions.

Based on the intended content of the assessment, the organisation shall develop student exercise handout, as applicable. To allow for flexibility and development, the exercises do not need to be specified in the training course syllabus. In this case, a traceable reference to the applicable documentation is to be included. In addition, a reference to the applicable assessment tool for the instructor is to be provided.

4.1.9.2 Flying
RB 4.1.9.2 ISS1 / REV0 / 04.01.2016

4.1.9.3 Theoretical knowledge
RB 4.1.9.3 ISS1 / REV3 / 23.01.2018

4.1.9.4 Authorisation for test
RB 4.1.9.4 ISS1 / REV6 / 14.09.2021

4.1.9.5 Rules concerning refresher training before retest
RB 4.1.9.5 ISS1 / REV1 / 02.12.2016

4.1.9.6 Test and assessment reports and records
RB 4.1.9.6 ISS1 / REV4 / 22.10.2019

4.1.9.7 Procedure for examination paper preparation, type of question and assessment, standard required for «pass»
RB. 4.1.9.7 ISS1 / REV2 / 21.03.2017

4.1.9.8 Procedure for question analysis and review and for raising replacement papers
RB. 4.1.9.8 ISS1 / REV2 / 21.03.2017

4.1.9.9 Examination resit procedures
RB. 4.1.9.9 ISS1 / REV6 / 14.09.2021

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230	FCL.025	FCL.030	ARA.FCL.300	Part FCL
	BFCL.030 LEGAL REFERENCE	SFCL.030	BFCL.135	SFCL.135	
4-TMP1-9-320 Ch.-OM-Ch.-Seq.-No.	TM Part 1, Chapter x.9.x «Assessments, tests and examinations» OM Part D, Chapter 2 «Training syllabi and checking programme» OM Part D, Chapter 3 «Procedures» MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there an overview of the applicable tests and assessments?
- ☐ For applicable provisions related to progress tests are there references to:
  - ☐ TM Part 2, Chapter x.7.x «Progress tests»?
  - ☐ TM Part 4, Chapter x.6.x «Review procedure»?
  - ☐ TM Part 4, Chapter x.5.x «Progress testing»?
- ☐ Is there a procedure for the authorisation of examinations and skill tests?
  - ☐ Is there a statement that:
    - ☐ the Head of Training (HT) is to issue the authorisation and to confirm the completion of the training course?
    - ☐ the recommendation for the theoretical knowledge examination shall be valid for 12 months?
  - ☐ For the authorisation of Part FCL, Part SFCL, Part BFCL examination is there a statement that the student has:
    - ☐ achieved the required level of knowledge?
    - ☐ completed all the appropriate subjects?
    - ☐ passed all the progress tests, if applicable?
    - ☐ satisfactorily completed the summative assessments for Area 100 KSA before the first attempt on the last subject, if applicable?
    - ☐ satisfactorily completed the mental maths test before the first attempt on the last subject?

- ☐ For the authorisation of skill test, is there a requirement that:
  - ☐ all subjects of the applicable syllabus are completed?
  - ☐ the appropriate experience requirements are achieved and all training course requirements are fulfilled?
  - ☐ if applicable, the theoretical knowledge examination has been passed within the validity period?
- ☐ Is there a guidance for the forms and records to be used?
- ☐ Is there a statement that applicants for a specific category of licence shall sit Part FCL, Part SFCL, Part BFCL theoretical knowledge examination with FOCA?
- ☐ Is there an overview of the period of validity of the Part FCL, Part SFCL, Part BFCL theoretical knowledge examinations?
- ☐ Is there a procedure for the conduct of Area 100 KSA formative and summative assessments?
  - ☐ Does the procedure include the following steps:
    - ☐ Opening of assessment?
    - ☐ Monitoring of actions?
    - ☐ Preparation of debriefing?
    - ☐ Debriefing?
    - ☐ Continuous improvement?
- ☐ For formative assessments is there a statement that:
  - ☐ at least one assessment is to be conducted during training?
  - ☐ goals/targets and competencies are to be explained and described?
  - ☐ student are to be supported to identify witnessed gap/weakness and to focus on area of improvements / corrective actions?
  - ☐ students are to be engaged in self-reflection?
  - ☐ assessments should be debriefed by the defined method?
- ☐ For summative assessments is there a statement that:
  - ☐ at least two assessments are to be performed?
  - ☐ students performance are to be compared with the defined indicators?
  - ☐ the level of competency is to be analysed?
  - ☐ 35% of the performance indicators have to be satisfactorily completed?
  - ☐ assessments should be debriefed by the defined method?
- ☐ Is there a method of debriefing assessments provided?
  - ☐ Is the debriefing included in the conduct of Area 100 assessment process?
  - ☐ Does the course of debrief include self assessment, feedback of the result of the assessment and the facilitation of related discussions?
- ☐ Is there a statement, that the competency framework is either in:
  - ☐ a separate maintained document; or
  - ☐ part of the assessment tool?
- ☐ Is there a statement, that the grading system is either in:
  - ☐ a separate maintained document; or

- ☐ part of the assessment tool?
- ☐ Is there a grading system which can be applied for assessing the student level of performance?
- ☐ Is there an assessment tool that can be applied during formative and summative assessments?
  - ☐ Is a comprehensive reference to the applicable assessment tool provided?
- ☐ Is there an Assessment Matrix for the Learning Objectives (LOs) of Area 100 KSA available:
  - ☐ listing all single LOs and provides a comprehensive reference to the concerned Assessment?
  - ☐ included in:
    - ☐ the Training Manual; or
    - ☐ provided as an appendix?
- ☐ Are mental math tests prepared and available?
- ☐ Does the description of the mental math test include a statement that:
  - ☐ the test shall be scenario based and without using pencil and paper or a calculator or any other aid?
  - ☐ the mental math test is to be completed before the first attempt on last subject of theoretical knowledge examination?
  - ☐ the minimum score is 75% or higher?
- ☐ Is there a guidance and a procedure for preparation, analysis and review of examination papers?
  - ☐ Does the procedure include:
    - ☐ Question development?
    - ☐ Terms and conditions for the conduct of the examination?
      - ☐ A statement that the examination is to be conducted without reference to course material?
    - ☐ Analysis and review for continuous improvement including replacement of an existing examination?
    - ☐ Alternative examination for student resit?
    - ☐ Pass mark 75%?
- ☐ Are there rules and procedures for resit and retest?
  - ☐ Is there a statement that before the resit of a test or an examination the applicant shall undertake remedial training in the area of improvement?
  - ☐ Are there requirements that an applicant of a Part FCL examination shall resit:
    - ☐ the failed subject(s) of an examination attempt?
    - ☐ the complete set of examination if the applicant:
      - ☐ failed to pass one of the subjects within 4 attempts? or
      - ☐ failed to pass all subjects within 18 months; and
      - ☐ additionally for ATPL, CPL, IR, BIR when failed to pass all subjects in 6 sittings?
  - ☐ Is there a reference to the FOCA Examiner Guide EASA Part FCL AEROPLANE / HELICOPTER for resit requirements of a partially passed or failed skill test?
  - ☐ Is there a statement that a Part FCL, Part SFCL, Part BFCL examination or skill test resit must be authorised by the Head of Training (HT)?

- For provisions related to:
  - progress tests during theoretical knowledge instruction refer to FOCA CL OM/TM, Chapter 4.4.5 «Progress testing»;
  - progress checks during flying training refer to FOCA CL OM/TM Chapter 4.2.7 «Progress tests».
- Skill test means the demonstration of skill for a licence or rating issue including oral examination as required.
  - An organisation shall suggest a student for skill test only, if:
    - all subjects of the applicable syllabus are completed;
    - the appropriate experience requirements are achieved and all training course requirements are fulfilled;
    - as applicable, the theoretical knowledge examination has been passed;
    - it is predictable that the student has the level of knowledge and skills to pass the intended skill test.
    - For training course specific requirements relating to the conduct of skill tests refer to FOCA Examiner Guide EASA Part FCL AEROPLANE / HELICOPTER:

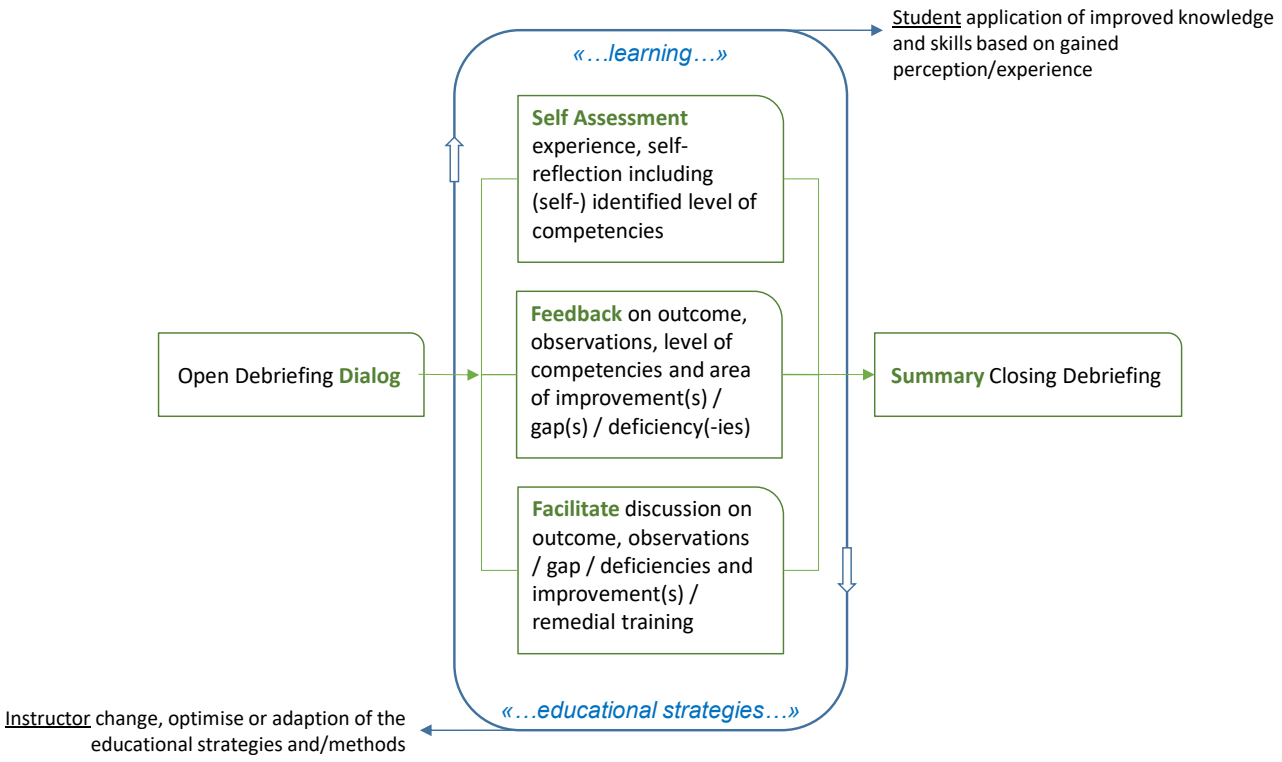
      https://www.bazl.admin.ch/dam/bazl/en/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclaeroplane.pdf.download.pdf/examiner_guide_easapartfclaeroplane.pdf[on-line] Available (24.01.2017)

      https://www.bazl.admin.ch/dam/bazl/it/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclhelicopter.pdf.download.pdf/examiner_guide_easapartfclhelicopter.pdf [on-line] Available (09.05.2017)
- Examination denotes the formal Part FCL, Part SFCL, Part BFCL examination of the candidate's theoretical knowledge and proficiency for the issue of a specific licence or rating measured against the applicable learning objectives. Prior to the theoretical knowledge examinations:
  - students must have completed the appropriate elements of the theoretical knowledge instruction to a satisfactory standard;
  - applicants shall take the entire set of theoretical knowledge examinations as applicable to the concerned licence and/or rating;
  - all the required subjects shall be completed within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination;
  - applicants shall only take the theoretical knowledge examination when recommended by the Head of Training (HT).
- For all categories of licences and instrument rating, FOCA is responsible for the arrangements, procedures and conduct of the related part FCL theoretical knowledge examinations. Consequently, FOCA is responsible for the administrative requirements, organisational matters and preparation of these examination papers.

  The organisation may include at least a statement that candidates have to undergo Part FCL, Part SFCL, Part BFCL theoretical knowledge examinations for all categories of licences with FOCA.
- The following Part FCL theoretical knowledge examinations are conducted by the ATO itself:
  - Multi-pilot aeroplane;
  - Single pilot multi-engine aeroplane;
  - Single pilot HPA aeroplane;
  - High performance aeroplane (HPA);
  - Multi-pilot helicopter;
  - Single pilot multi-engine helicopter;
  - Type rating helicopter.
- For training course specific requirements related to Part FCL, Part SFCL, Part BFCL theoretical knowledge examinations, refer to FOCA CL OM/TM CL 5 Appendix «Syllabi for Licences,

Ratings and Certificates», reference box of the concerned category licence, rating or certificate, training course table, row «Special Considerations».

- Conduct of Area 100 KSA Assessments
  - Formative assessment is a process to adjust ongoing teaching and learning, it supports learning and are developmental for competencies. For the formative assessment:
    - at least one assessment is to be conducted during training;
    - goals/targets and competencies are to be explained and described as required;
    - competencies are to be developed in LOs of 100 02 «Core competencies learning objectives» and 100 03 «Additional Threat and Error Management (TEM) related Learning Objectives» and must include the opportunity to ask questions;
    - shall help to close gap / weakness through discussions and didactics;
    - student are to be supported to identify witnessed gap / weakness and to focus on area of improvements / corrective actions;
    - students are to be engaged in self-reflection;
    - the student's learning process shall be shared and supported;
    - assessments should be debriefed by the defined method.
  - Summative assessment sum-up the learning. It measures, reviews and surveys the student achievement(s) following instruction / teaching / education. For the summative assessment the students:
    - shall perform at least two assessments;
    - competencies are to be demonstrated in LOs of 100 02 «Core competencies learning objectives» and 100 03 «Additional Threat and Error Management (TEM) related Learning Objectives»;
    - the LOs may be divided in to each individual summative assessments;
    - activities are to be monitored;
    - performance are to be compared with the defined indicators and level of competencies as described in the word pictures;
    - level of competency is to be analysed and the associated pass mark is to be calculated;
    - 35% of the performance indicators in each competency have to be satisfactorily completed;
    - assessments should be debriefed by the defined method.
  - When developing the Assessment procedure, the following steps are to be included:
    - Opening of assessment;
    - Monitoring of actions;
    - Preparation of debriefing;
    - Debriefing;
    - Continuous improvement.
- Method of debrief:
  - Formative and summative assessments are to be debriefed using a specified method. The application of the method may be part of the «Conduct of Area 100 KSA Assessment» process. One of the major objective is, that the instructor facilitates/moderates the outcome discussion of the assessments. In addition, it should be effective, highlighting the student's strengths and weaknesses and enabling future improvement.
  - The course of debrief includes:



- Competency framework which includes the description of each single competence including the related performance indicators to the LOs of 100 02 «Core competencies learning objectives» and 100 03 «Additional Threat and Error Management (TEM) related Learning Objectives».

  The organisation shall include a comprehensive reference to the competency framework maintained either in a separate document or part of the assessment tool;
- The organisation shall develop a grading system that can be applied for assessing the students level of performance. The system shall contain the competency level description, the level of performance and how many performance indicators are satisfactorily to be achieved to reach 35%;
- The Competency Framework combined with the Grading System may be designed to be used as Assessment Tool. The tool may include:
  - the competency;
  - competency description;
  - indicators;
  - a possibility to record:
    - the number of performance indicators which were assessed for the relevant competency;
    - level of performance – how well the competency was demonstrated in the assessment; and
    - and for summative assessment, the level of success.
- Assessment matrix for the the Area 100 KSA shall ensure that all of the applicable LOs are covered in the summative assessments. It shall list all single LOs and reference to the concerned

assessment. The matrix may be maintained separately. In such a case a traceable to the applicable assessment matrix shall be included;

- Mental Math Test:
  - The student shall demonstrate the ability in a time- efficient manner to make correct mental calculation. Mental Math Tests are easily to be integrated into:
    - 033 «Flight Performance and Planning - Flight Planning and Monitoring»; and
    - 061 «Navigation - General Navigation».
  - The test shall be scenario based and without using pencil and paper or a calculator or any other aid;
  - The description of the mental math test shall include a statement, that the mental math test is to be completed before the first attempt on last subject of theoretical knowledge examination;
  - The minimum score, 75% or higher, shall be defined.
- The organisation shall provide a development procedure for the preparation, analysis and review of examination papers. This may include the following guidance:
  - Question development;
  - Terms and conditions for the conduct of the examination;
  - Verification of the suitability of the questions;
  - Analysis and review for continuous improvement including replacement of an existing examination;
  - Alternative examination for student resit;
  - Pass mark 75%.
- «Examination paper» denotes a set of questions, which covers one subject required by the licence level or rating, to be answered by a candidate for examination;
- The organisation shall provide a procedure for the authorisation of students for examinations and skill tests. Such a procedure should include:
  - the conditions for the recommendation for Part FCL, Part SFCL, Part BFCL examinations;
  - the requirements/conditions prior to the application for skill tests;
  - the evaluation of the student’s progress and performance prior to recommendation;
  - statements for the issue of the authorisation and the confirmation of the completion of the training course by the Head of Training (HT).
- The organisation is to provide rules and procedures for the resit of tests and examinations, which may include:
  - that before the resit of a test the applicant shall undertake remedial training in the area of approval;
  - a reference to the review procedures as specified in FOCA CL OM/TM, Chapter 4.4.6 «Review procedures» in the case of progress tests during the theoretical knowledge instruction and/or Part FCL, Part SFCL, Part BFCL examination;
  - An applicant of a Part FCL, Part SFCL, Part BFCL examination shall resit:
    - one or more failed subject(s) of the attempt;
    - the complete set of examination if:
      - failed to pass one of the subjects within 4 attempts; or
      - failed to pass all subjects within 18 months; and
      - additionally for ATPL, CPL, IR, BIR when failed to pass all subjects in 6 sittings.
  - a reference to the FOCA Examiner Guide EASA Part FCL AEROPLANE / HELICOPTER for resit requirements of partially passed or failed skill test;

- that a Part FCL, Part SFCL, Part BFCL examination or skill test resit must be authorised by the Head of Training (HT).

Example

Overview of applicable tests

Assessments, tests and examinations			***Requirements***
Theoretical knowledge instruction	*Progress test*	*A progress test is a method to evaluate the student's level of achieved theoretical knowledge measured against the defined learning objectives of the applicable training course.*	• *Refer to TM Part 4, Chapter x.5.x «Progress testing»*
	Area 100 KSA	• *Assessments are a method to assess the student's ability to apply their knowledge and understanding across subjects and to demonstrate technical and non-technical skills.*	• *Refer to TM Part 4, Chapter x.7.x «Appendices»;* • *the pass mark shall be 35%;* • *have an overall positive effect;* • *outcome or completion of the exercise.*
		• *Mental math tests to evaluate the student's mathematical skills*	• *The pass mark shall be 75%*
	Theoretical knowledge examination	*The formal Part FCL, Part SFCL, Part BFCL examination of the candidate's theoretical knowledge and proficiency for the issue of a specific licence and/or rating.*	
		• *General:*	• *For training course specific requirements related to Part FCL, Part SFCL, Part BFCL theoretical knowledge examinations, refer to the applicable syllabus;* • *applicants must have completed the appropriate elements of the theoretical knowledge instruction to a satisfactory standard;* • *applicants shall take the entire set of theoretical knowledge examinations as applicable to the concerned licence and/or rating;* • *the pass mark shall be 75%;* • *applicants must have passed the summative assessments.*
		• *Examination sat at FOCA:*	• *all the required subjects shall be completed within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination;* • *an applicant of a Part FCL, Part SFCL, Part BFCL examination shall resit:* - *one or more failed subject(s) of the attempt;* - *the complete set of examination if:* ○ *failed to pass one of the subjects within 4 attempts; or* ○ *failed to pass all subjects within 18 months; and* ○ *additionally for ATPL, CPL, IR, BIR when failed to pass all subjects in 6 sittings.* • *applicants shall only take the theoretical knowledge examination when recommended by the Head of Training (HT).*

		• *Examination sat at the organisation:*	• *Examination shall be discussed. The student should be advised of any areas of lack of knowledge displayed during the examination and, if necessary, given remedial instruction;* • *A successful pass of the theoretical knowledge course and final examination should be a pre-requisite for progression to the flight training phase of the class or type rating course.*
Flying training	*Progress check*	*A progress test is a method to evaluate the students level of achieved knowledge and skill measured against defined learning objectives/standards of performance of the applicable training course.*	• *Refer to TM Part 2 , Chapter x.7.x «Progress tests»*
	Skill test	*Skill test means the demonstration of skill for a licence or rating issue including oral examination as required.*	• *Refer to FOCA Examiner Guide EASA Part FCL AEROPLANE / HELICOPTER*

Conduct of Area 100 KSA assessments

Step	**Task**	**Reference**
Opening	• *Explain the vision and learning targets, including the concerned competency framework for the level of performance, out of the learning objectives;* • *Provide the student with a clear and understandable scenario/task/activity;* • *Explain:* – *media and models, use examples as required;* – *the type of activity, individual / partner / group.* • *Organise environment (classroom, virtual classroom)* • *Verify the understanding of the scenario/task/activity;* • *In case of formative assessment, offer the opportunity to ask questions during the activity and regular descriptive feedback;* • …	*Assessment scenario XY* *Assessment performance indicators*
Monitor	• *Monitor the students activities;* • *Compare the students performance with the defined indicators and level of competencies as described in the word pictures and take appropriate notes;* • … • *In formative assessments:* – *Ensure the opportunity to ask questions;* – *Help to close gap / weakness through discussions and didactics;* – *Repeat/explain the goals/target, as required;* – *Teach the student to identify whitnessed gap/weakness and to focus on area of improvements / corrective actions;* – *Engage student in self-reflection;* – *Share and support the student's learning process.* • …	
Preparation of debriefing	• *Sort out notes;* • *Analyse and define final level of competency and ensure that all the applicable LOs are adressed;* • *In case of summative assessment:* – *calculate the pass mark;* • *Verify and determine the individual deficiencies and weaknesses, possibile difficulties and dissablities, incomplete / insufficient competencies;* • *Sum-up area of improvement* • …	
Debriefing	• *Open debriefing dialog and facilitate discussion:* – *Support and listen to the student's self-assessment, self-reflection and identified level of competencies;* – *Explain observations, in relation to the definded competencies and the student learning;* – *Ask for and inform the student of area of improvement and deficiencies and the remedial training, as applicable;* – *Provide and ask for feedback and outcome of the assessment.* • *Sum-up and close debriefing;* • …	
Continuous improvement	• *Analyse assessment results;* • *Identify unsatisfactory and undesirable trends, deficiencies in assessment scenario / setup and environment;* • *Evaluate and consider feedback to the training standard evaluation process;* • …	*Refer to TM Part 1, Chapter x.10.x «Training effectiveness»*

Area 100 KSA assessment matrix

The following matrix shows, which Area 100 KSA LOs are covered in each exercise

Part-FCL Reference	***Details and associated Learning Objectives***	***Summative Assessment***	
		A1	*A2*
100 02 00 00	***CORE COMPETENCIES LEARNING OBJECTIVES***		
100 02 01 00	***Communication***		
(01)	*Show the ability to identify whether the recipient is ready and able to receive the information.*	*X*	
(02)	*Show the ability to appropriately select what, when, how and with whom to communicate.*	*X*	
(03)	*Show the ability to communicate clearly, accurately and concisely.*	*X*	*X*
(04)	*Show the ability to confirm whether the recipient correctly understands important information.*	*X*	
(05)	*Show the ability to listen actively and show you understand the information you receive.*	*X*	
(06)	*Show the ability to ask relevant and effective questions.*		
(07)	*Show the ability to adhere to standard radio-telephony phraseology.*		
(08)	*Show the ability to accurately read, interpret, construct and respond to given documentation in English.*		
…	*…*		

Area 100 KSA grading system

Competency	***Competency description***	***Indicators***	***Observed***
Communication	*Demonstrates effective oral, non-verbal and written communication skills in classroom exercise and assessment situations.*	• *Ensures the recipient is ready and prepared to receive the information.*	✓
		• *Selects appropriately what, when, how and with whom to communicate.*	✗
		• *Conveys messages clearly, accurately and concisely*	
		• *…*	
		Result ***(# of observed indicators / Total # of indicators)***	
		Level of performance	*2*
Leadership and teamwork	*Displays effective leadership and teamwork.*	• *Creates an atmosphere of open communication and encourages team participation.*	
		• *Uses initiative and gives directions when required.*	
		• *Admits mistakes and takes responsibility.*	
		• *…*	
		Result ***(# of observed indicators / Total # of indicators)***	
		Level of performance	
Problem-solving and decision-making	*Accurately identifies risks and resolves problems. Uses the*	• *Seeks accurate and adequate information from appropriate sources.*	

Competency	Competency description	Indicators	Observed
	appropriate decision-making processes.	• *Identifies and verifies what and why things have gone wrong.*	
		• *Employs proper problemsolving strategies.*	
		• …	
		Result ***(# of observed indicators / Total # of indicators)***	
		Level of performance	
Situation Awareness	*Perceives and comprehends all the relevant information available, anticipates what could happen that could affect the exercise or situations discussed in the classroom, and gives effective solutions to resolve the situation*	• *Identifies and assesses accurately the general environment as it may affect the operation.*	
		• *Identifies threats, errors, and undesirable aircraft states.*	
		• *Manages threats, errors, and undesirable aircraft states.*	
		• …	
		Result ***(# of observed indicators / Total # of indicators)***	
		Level of performance	
Workload management	*Manages available resources or time to efficiently prioritise and complete or perform tasks in a timely manner.*	• *Maintains self-control.*	
		• *Plans, prioritises and schedules tasks effectively.*	
		• *Manages time efficiently when carrying out tasks.*	
		• …	
		Result ***(# of observed indicators / Total # of indicators)***	
		Level of performance	
Application of knowledge	*Demonstrates correct and deep understanding of the subject(s), and is able to effectively relate this knowledge between subjects and apply the knowledge for effective threat and error management (TEM).*	• *Correctly completes pre-flight planning in the practical exercise.*	
UPRT and resilience		• *Demonstrates KSA and TEM relating to phases of flight in the ground training environment.*	
		• *Correctly and effectively applies knowledge to identify and manage threats and errors that could lead to a potential upset in scenario situations.*	
		• …	
		Result ***(# of observed indicators / Total # of indicators)***	
		Level of performance	

Result	***Level of performance***		***Competency level description***
<35%	*1*	*Unsatisfactory*	• *The student's performance in this competency was ineffective or inadequate, which in relation to this competency had a neutral or negative effect on others or on the outcome of the exercise.* • *The student showed none or few of the relevant performance indicators in this competency.*
>35%	*2*	*Satisfactory*	• *The student's performance in this competency was satisfactory, which had a slightly positive effect on the satisfactory outcome of the exercise, and in group situations had a slightly positive effect on others.* • *The student showed at least some of the relevant performance indicators in this competency.*
	3	*Good*	• *The student's performance in this competency was effective, which in the case of an exercise where the student is the only participant, significantly contributed to a good outcome. In group situations, the student's contribution had a good effect on others and significantly contributed to the overall outcome of the exercise.* • *The student showed most of the relevant performance indicators to a good standard.*
	4	*Very good*	• *The student's performance in this competency was highly effective, which in the case of an exercise where the student is the only participant, significantly enhanced the very good outcome. In group situations, the student's contribution had a very good effect on others and significantly enhanced the overall outcome of the exercise.* • *The student showed most or all of the relevant performance indicators to a very good standard.*
	5	*Excellent*	• *The student's performance in this competency was exemplary, which in the case of an exercise where the student is the only participant, had an outstanding effect on the excellent outcome of the exercise. In group situations, the student's contribution had an excellent effect on others and had an outstanding effect on the overall outcome of the exercise.* • *The student showed all of the relevant performance indicators to an excellent standard.*

Conduct of Area 100 KSA mental math test

Step	***Task***	***Reference***

Opening	• *Provide the student with a clear and understandable scenario/task;*
	• *Explain:*
	  – *media and format of test (written and/or oral);*
	  – *the prohibition of use of technical aids.*
	• *Organise environment (classroom, virtual classroom);*
	• *Verify the understanding of the scenario/task;*
	• …
		Mental Math test scenario XY

Monitor	• *Monitor the students activities;* • *Compare the students results and take appropriate notes;* • …	
Documentation of test outcome	• *Sort out notes;* • *Analyse results;* • *Calculate the pass mark;* • *Complete documentation of student's training record;* • *Inform the student of area of improvement and deficiencies and the remedial training, as applicable;* • …	
Continuous improvement	• *Analyse assessment results;* • *Identify unsatisfactory and undesirable trends, deficiencies in assessment scenario / setup and environment;* • *Evaluate and consider feedback to the training standard evaluation process;* • …	*Refer to TM Part 1, Chapter x.10.x «Training effectiveness»*

Authorisation for tests

Step	Task	Reference	Responsibility
Review for initial or resit	*Part FCL Examination* • *Evaluate that the student has:* – *achieved the required level of knowledge;* – *completed all the appropriate subjects and in the case of resit, successfully completed remedial training;* – *passed all the progress tests;* – *Passed the mental maths test and the two summative assessements before the first attempt on the last subject.* • *Ensure that the examination can be passed successfully in all applicable subjects.*	*TM Part 4, Chapter x.4.x «Student progress»*	*HT/CTKI*
	Skill test • *Ensure that:* – *all subjects of the applicable syllabus are completed;* – *in case of resit the remedial and corrective training is successfully completed;* – *the appropriate experience requirements are achieved and all training course requirements are fulfilled;* – *if applicable, the theoretical knowledge examination is passed and within the validity period;* – *the candidate has achieved the required knowledge and skill and can be recommended for skill test.* • *Complete the students training records and ensure accurateness and completeness.*	*TM Part 2, Chapter x.5.x «Student progress»* *TM Part 1, Chapter x.9.x.x «Theoretical knowledge examination»* *TM Part 1, Chapter x.7.x «Training Records»*	*Assigned instructor*
Application Administration	• *Fill in the applicable application/registration form.*	*TM Part 1, Chapter x.9.x.x «Forms, records and reports used for tests and examinations»*	*Student*
	• *Check application/registration form for accurateness and completeness.*		*Assigned instructor*
Verification	• *Check completeness and correctness of the training performed.* • *Verify the training records for accurateness and completeness.*	*TM Part 1, Chapter x.7.x «Training Records»*	*Head of Training*
Authorisation	• *Verify the registration form for accurateness and completeness.* • *Sign the registration form and confirm training course completion.* • *The recommendation for theoretical knowledge examination shall be valid for 12 months.* • *Perform student file management.* • *Ensure that the student training records are available/accessible to the examiner.*		

Preparation, analysis and review of examination papers

When developing and/or modifying theoretical knowledge instruction examinations, the Head of Training/Chief Theoretical Knowledge Instructor shall apply the following procedure:

Phase	Step	Task	Reference
Examination paper preparation	*Arrangement*	• *Select the main subjects across the syllabus* • *Determine the importance of subjects* • *Verify the minimum amount of questions required* • *Allocate the amount of questions in relation to the importance of the subjects;* • *Check that all areas of the syllabus are addressed;* • …	*Syllabus* *Learning Objectives* *Aircraft Documentation* *Operational Suitability Data (OSD)* *Best industrial practise*
	Question preparation	• *Define type of question;* • *Generate questions for each subject including variations for replacement;* • *Generate possible multiple choice answers;* • *Develop auxiliary material (eg. Tables, graphs, maps and charts etc.);* • *Use consistent terminology;* • *Ensure clearly formulated problems;* • *Allocate the estimated answer time per question;* • …	
	Terms and conditions	• *Define and formulate the examination conditions such as:* - *Timeframe;* - *A statement that the examination is to be conducted without reference to course material;* - *Organisational factors for the conduct of the examination;* - *Candidate's data;* • …	*Examination paper or electronic format*
	Verification	• *Verify/check for each question and multiple choice answer:* - *the related subject has been taught during the training course;* - *the accuracy, adequacy and intelligibility;* • *estimate the total examination time;* • *perform test run, check usability;* • …	*Examination question*
Raising replacement papers	*Analysis and review*	• *Consider the results out of the training course analysis;* • *Consider student and instructor feedbacks;* • *Changes in EU Regulation;* • *Changes in Learning Objectives/Standard of performance;* • *Changes in Aircraft design, modification and documentation;* • *Changes in OSD;* • *Changes in aviation standards, theoretical models and terminology;* • …	*TM Part 1, Chapter x.10.x «Training effectiveness»* *OMM Chapter x «Compliance Management»* *TM Part 4, Chapter x.3.x «Teaching Material»*
	Replacement	• *Develop a new examination as replacement*	*Refer to phase Examination paper preparation*
	Resit	• *Create an alternative examination for resit*	

Forms, records and reports used for tests, assessments and examinations

Test	***Applicable form, records and reports***
Progress test record	*Student training record/syllabus of the applicable training course*
Area 100 KSA Assessments	*Area 100 KSA formative assessment and summative assessment forms and mental maths test form.*
Application forms for Part FCL examination for all categories of licences *Examination results per attempt and subject*	*FOCA Application forms for theory examinations* • *Forms are available on the FOCA homepage:* https://www.bazl.admin.ch/bazl/de/home/fachleute/fluqverkehr/formularsammlung.html [on-line] Available (28.11.2017)
Skill test application and result	*FOCA Application and report form:* • *Forms are available on the FOCA homepage:* https://www.bazl.admin.ch/bazl/de/home/fachleute/fluqverkehr/formularsammlung.html [on-line] Available (28.11.2017) *Training course specific requirements:* • *FOCA Examiner Guide EASA Part FCL AEROPLANE / HELICOPTER* https://www.bazl.admin.ch/dam/bazl/en/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclaeroplane.pdf.download.pdf/examiner_guide_easapartfclaeroplane.pdf [on-line] Available (24.01.2017) https://www.bazl.admin.ch/dam/bazl/it/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclhelicopter.pdf.download.pdf/examiner_guide_easapartfclhelicopter.pdf [on-line] Available (09.05.2017)

Theoretical knowledge examination

- *For all categories of licences, applicants shall sit the respective Part FCL, Part SFCL, Part BFCL theoretical knowledge examination with FOCA.*
- *The successful completion of the examinations will be valid:*

Licence	***Period***	***Counted from***
LAPL, PPL *BPL, SPL*	*24 months*	• *from the day when the pilot successfully completes the theoretical knowledge examination.*
CPL, IR, CB-IR	*36 months*	
BIR	*unlimited*	• *from successful completion*
ATPL	*7 years*	• *the last validity date of an IR entered in the licence.*

Rules and procedures for resit and retest

Test		*Resit requirements*

Theoretical knowledge instruction	*Progress test*
	Part FCL, Part SFCL, Part BFCL examination
		• *Before resitting a progress test or an examination attempt, the applicant shall undertake further training.*
		  - *Refer to TM Part 4, Chapter x.6.x «Review procedure».*
		• *An applicant of a Part FCL, Part SFCL, Part BFCL examination shall resit:*
		  - *one or more failed subject(s) of the attempt;*
		  - *the complete set of examination if:*
		  ○ *failed to pass one of the subjects within 4 attempts; or*
		  ○ *failed to pass all subjects within 18 months; and*
		  ○ *additionally for ATPL, CPL, IR, BIR when failed to pass all subjects in 6 sittings.*
		• *An examination resit must be authorised by the Head of Training (HT). Refer to TM Part 1, Chapter x.9.x.x «Authorisation for tests»*

Flying training	*Progress check*	• *Before the re-take of a progress check, the student shall undertake a remedial training in the area where improvement is needed.* • *Refer also to TM Part 2, Chapter x.7.x «Progress test».*

	Skill test	• *As applicable, an applicant shall resit a partially passed or failed skill test.*
		• *FOCA Examiner Guide EASA Part FCL AEROPLANE / HELICOPTER*
		https://www.bazl.admin.ch/dam/bazl/en/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclaeroplane.pdf.download.pdf/examiner_guide_easapartfclaeroplane.pdf [on-line] Available (24.01.2017)
		https://www.bazl.admin.ch/dam/bazl/it/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclhelicopter.pdf.download.pdf/examiner_guide_easapartfclhelicopter.pdf [on-line] Available (09.05.2017)
		• *Before the resit of a skill test, the applicant shall undertake remedial training in the area where improvement is needed. The assigned instructor shall:*
		  - *identify failed subject(s)/section(s);*
		  - *request the student's self-judgement and evaluate reason and root cause of the failure(s);*
		  - *define and provide remedial and corrective training by applying appropriate instructional methods. Refer to TM Part 2, Chapter x.6.x «Instructional method».*
		• *A skill test resit must be authorised by the Head of Training (HT). Refer to TM Part 1, Chapter x.9.x.x «Authorisation for tests».*

4.1.10 Training effectiveness

Ch. 4.1.10 ISS1 / REV6 / 14.09.2021 / APP

4.1.10.1 Individual responsibilities

RB. 4.1.10.1 ISS1 / REV0 / 04.01.2016

4.1.10.2 General assessment

RB. 4.1.10.2 ISS1 / REV0 / 04.01.2016

4.1.10.3 Liaison between departments

RB. 4.1.10.3 ISS1 / REV0 / 04.01.2016

4.1.10.4 Identification of unsatisfactory progress (individual students)

RB 4.1.10.4 ISS1 / REV0 / 04.01.2016

4.1.10.5 Action to correct unsatisfactory progress

RB 4.1.10.5 ISS1 / REV0 / 04.01.2016

4.1.10.6 Procedures for changing instructor

RB 4.1.10.6 ISS1 / REV0 / 04.01.2016

4.1.10.7 Maximum number of instructor changes per student

RB 4.1.10.7 ISS1 / REV0 / 04.01.2016

4.1.10.8 Internal feedback system for detecting training deficiencies

RB 4.1.10.8 ISS1 / REV0 / 04.01.2016

4.1.10.9 Procedures for suspending a student from training

RB 4.1.10.9 ISS1 / REV0 / 04.01.2016

4.1.10.10 Discipline

RB 4.1.10.10 ISS1 / REV0 / 04.01.2016

4.1.10.11 Reporting and documentation

RB 4.1.10.11 ISS1 / REV0 / 04.01.2016

M/CC
EVALUATION METHOD

	ORA.ATO.130/230 ORA.ATO.210 ORA.GEN.200 LEGAL REFERENCE
OM/TM CL TOPIC 4-TMP1-10-325 Ch.-OM-Ch.-Seq.-No.	TM Part 1, Chapter x.10.x «Training effectiveness» OM Part A, Chapter 2.1.x «Supervision by the operator» OM Part D, Chapter 3 «Procedures» OM Part D, Chapter 3.2 «Procedures to be applied if personnel do not achieve or maintain the required standard» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval.

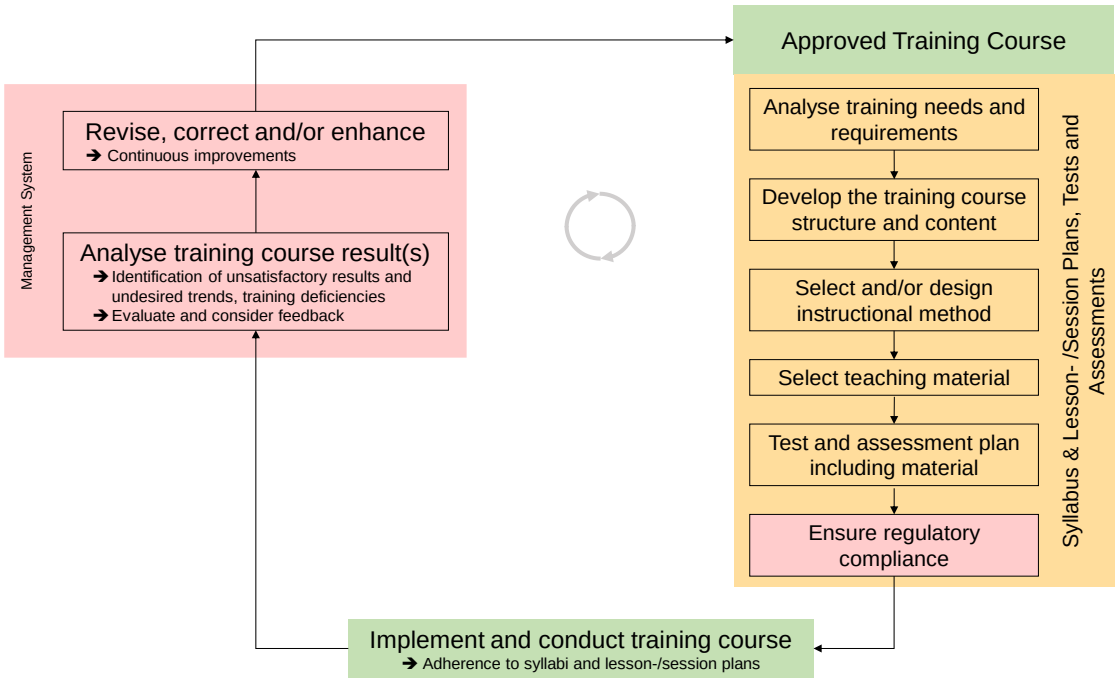
IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there an Instructional System Design (ISD) method defined? Does the method include a:
  - ☐ procedure for the development of training courses including the following steps:
    - ☐ analysis of training need, requirements, learning objectives and required tests and assessments?
    - ☐ course design and development of syllabus?
    - ☐ preparation of lesson and session plans?
    - ☐ training course implementation phase?
    - ☐ evaluation and review phase?
  - ☐ training standard evaluation process:
    - ☐ include analysis of training course results?
    - ☐ consider instructor and student feedback?
    - ☐ contain the training course content review, correction and/or enhancement?
    - ☐ ensure the continuous regulatory compliance including FOCA administrative requirements?

- ☐ Are the main instruments, compiling the feedback system to detect training deficiencies, defined?
- ☐ Are there provisions for changing assigned instructors, in particular in case of:
  - ☐ unscheduled short term changes?
  - ☐ scheduled long term/permanent changes?
- ☐ Is there a procedure/process detailing the actions to be taken should a student provide continued unsatisfactory performance? **or**
  - ☐ Is there a reference to OM A, Chapter x.4.x «Student discipline and disciplinary action»?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Students shall receive an effective and regulatory compliant training within a safe flight operation environment. The organisation should continuously determine whether a training course has met its objectives in an effective and efficient manner and seek to detect training deficiencies. Consequently, training courses shall regularly be analysed by following a systematically defined training standard evaluation. In addition, it shall serve as systematic and iterative process for course design and enhancement, commonly known as Instructional Systems Design (ISD).



- For the course design the organisation shall define a process for the Development of Training Courses. This process shall include the following steps:
  - analysis of:
    - training needs;
    - requirements;
    - applicable learning subjects including associated objectives;
    - required tests and / or assessments.
  - course design and development of syllabus;
  - preparation of lesson and session plans;
  - training course implementation phase;
  - evaluation and review phase.
- To gain continuous enhancement, the Training Standard Evaluation process consists of a proactive training course evaluation with a feedback system.

- the training standard evaluation process may include actions for the:
  - data collection and general assessment, including analysis of training needs and requirements;
  - training course development and/or content review, correction and/or enhancement;
  - standard and performance evaluation of instructors;
  - identification of students' unsatisfactory progress;
  - definition of corrective measures.
- Major instruments for the feedback system to detect training deficiencies are:
  - student progress evaluation;
  - tests, assessments and examination results;
  - instructors' information, contributions and reports;
  - students training course evaluation and feedback;
  - ATO standard evaluation; and
  - the management system in terms of safety and compliance management.
- The organisation should ensure that the detailed information obtained through its grading in Area 100 KSA is de-identified before using it to support course improvement.

- A student may have an assigned instructor responsible for all aspects of the instructional process during the concerned training course. Changes of assigned instructors and the maximum number of assigned students to an instructor shall be monitored. The organisation shall provide a procedure for changing instructors, which may include:
  - requirements for:
    - unscheduled short term change;
    - scheduled long term/permanent change;
  - actions required for student transfer;
  - recording and documenting of instructor change.
- For student discipline and procedures for suspending from training refer to FOCA CL OM/TM, Chapter 3.1.4 «Student discipline and disciplinary actions».

Example

Development of training courses

Step	*Task*	*Reference*
Analyse	• *Training need;* • *Regulatory requirement;* • *Applicable learning objectives;* • *Required tests and assessments;* • …	• *Syllabus;* • *Learning Objectives;* • *Aircraft Documentation;* • *Operational Suitability Data (OSD);* • *Best industrial practise.*
Course design and development of syllabus	• *Setup the main structure;* • *Establish course objectives and performance;* • *Ensure that the syllabus is presented in a format which can be used without difficulty;* • *Ensure that the syllabus is in compliance with the system of amendment and revision;* • *Setup the content of the training / attendance record;* • *Formulate the aim of the course;* • *Setup the pre-entry requirements;* • *Note the credits of previous experience;* • *Setup an overview of training course subjects, phases / stages , progress tests / checks, summary of hours;* • *List the applicable teaching materials;* • *Develop a detailed breakdown of the content of the theoretical knowledge instruction and flying training / practical training;* • *Ensure a logical sequence;* • *Specify the subjects to be assessed and/or tested, as applicable;* • …	
Preparation of lesson plans / session plans	• *Setup the units / lecture and describe the subject / topic / exercises to be covered in a logical sequence;* • *Specify learning objective and ensure compliance with prescribed learning objectives, as applicable;* • *Develop exercises, workshops, studies and case-based exercises, as applicable;* • *in case of simulator training: an outline of events, including elements describing the simulated scenario;* • *Allocate teaching method based on educational best practices;* • *Specify the applicable theoretical models, teaching aids / means, materials, etc.;* • *Setup the time schedule;* • *Setup minimum hours per subject / topic / exercise and in total;* • *Develop assessments, checks and/or tests, as applicable;* • …	• *Lesson plan template;* • *Session plan template;*
Implementation	• *Implement and conduct training courses;* • …	• *Training course schedule.*
Evaluate and review	• *Consider the results out of the training course analysis;* • *Consider student and instructor feedbacks;* • *Changes in EU Regulation;* • *Changes in Learning Objectives/Standard of performance;* • *Changes in Aircraft design, modification and documentation;* • *Changes in OSD;* • *Changes in aviation standards, theoretical models and terminology;* • …	• *TM Part 1, Chapter x.10.x «Training effectiveness».* • *OMM Chapter x «Compliance Management».* • *TM Part 4, Chapter x.3.x «Teaching Material».*

Training standard evaluation

Step		Task	Frequency	Responsibility
General assessment and data collection	*Result based*	*Analyse training course results:* • *Demonstrated learning, knowledge and skills;* – *results of Area 100 KSA assessments and math tests;* ○ *ensure de-identification of the detailed information;* – *pass grade of progress tests/checks;* – *pass grade of examinations;* – *partially passed or failed skill tests;* – *failed subjects/sections;* – …	*event based*	*HT* • *CTKI* • *CFI*
		• *Overall student progress, performance and completion of training,* • *Number of courses and students;* • *Occurrences during training;* • *Results of audits/inspections* • …	*yearly*	
	Observation	• *Adherence to syllabi and lesson/session plans;* • *Use of teaching material and means of demonstration;* • *Instructor teaching skills/capabilities, instructional techniques and knowledge transfer – individually and collectively;* • *Student and instructor feedbacks;* • *Student evaluation of instructors;* • *Student learning, commitment, discipline and behaviour;* • …	*continuously*	
Review and enhancement	*Training Course*	• *Revise, correct and or enhance, as applicable:* – *Learning objectives/standard of performance;* – *Individual training subjects, unit/lecture, training activities, exercises;* – *Time constraints and allocation of minimum hours;* – *Structure, sequence and phases;* – *Manner in which theoretical topics are integrated in practical instruction;* – *Instructional techniques and methods;* – *The adequacy of infrastructure, facilities, equipment and tools including teaching material;* – … • *Ensure continuous regulatory compliance including FOCA administrative requirements;* • …	*event based*	
Standard and performance evaluation	*Instructor*	*Refer to OM Part D, Chapter x.7.x «ATO personnel standards evaluation».*	*event based*	
Corrective measures		*Refer to:* • *OM Part D, Chapter x.4.x «Standardisation training»;* • *OM Part D, Chapter x.3.x «Refresher training».*	*event based*	
Identification of unsatisfactory progress	*Student*	*Refer to:* • *TM Part 4, Chapter x.6.x «Review procedures»;* • *TM Part 2, Chapter x.5.x «Student progress»;* • *TM Part 1, Chapter x.9.x «Assessments, tests and examinations».*	*event based*	*assigned instructor*
Action to correct unsatisfactory progress				

Internal feedback system for detecting training deficiencies

Interdependent components			***References***
	***Management***	• *Management System;* • *Training standard evaluation and continuous improvement;* • *Feedback system;* – *Student evaluation and feedback;* • …	*Organisation Management Manual (OMM)* *TM Part 1, Chapter x.10.x «Training effectiveness»* *OMM, Chapter 7.x «Reporting and feedback system»*
	Instructors	• *Results out of:* – *ATO personnel standard evaluation;* – *refresher training;* • *Number of instructor changes and related reasons;* • *Student feedback;* • …	*OM Part D, Chapter x.7.x «ATO personnel standard evaluation»* *OM Part D, Chapter x.3.x «Refresher training»* *TM Part 1, Chapter x.10.x.x «Procedure for changing instructor»* *Briefings - TM Part 2, Chapter x.6.x «Instructional methods»*
	Students	• *Training progress with achieved/failed learning objectives;* • *tests and examinations results;* • *required review procedure;* • *teaching materials used;* • *instructional methods and techniques applied;* • …	*Training course syllabus, session and lesson plans* *TM Part 1, Chapter x.9.x «Assessments, tests and examinations»* *TM Part 4, Chapter x.6.x «Review procedure»* *TM Part 4, Chapter x.3.x «Teaching materials»* *TM Part 2, Chapter x.6.x «Instructional methods»*

Procedure for changing assigned instructor

General principles	• *A change of an assigned instructor shall not hinder the student learning and progress; and* • *Shall not interrupt the course of training;* • *Alteration of instructors for the purpose of conducting progress checks shall not count as an instructor change;* • *Students may demand a specific instructor;* • *Instructors/students may refuse an assigned person;* • *The ratio of all students to flight instructors, excluding the HT, should not exceed 6:1. Consequently, an instructor may not be assigned to more than 6 students at the same period of time;* • *A student may not have more than x assigned instructor changes during the applicable training course.*

Step	***Reason / Need***	***Action***	***Responsibility***
Unscheduled • *Short term – interim*	• *The assigned instructor is indisposed due to illness or other significant reason(s);* • *Substantial change in the organisations daily flying programme;* • *As instructional method to activate/support/correct the students learning/progress;* • …	• *Accept an assignment only if the appropriate licence, certificate, rating and medical for the intended training are valid;* • *Determine the student training status and progress in depth;* • *Review the previous session(s) in detail with the student;* • *Contact the assigned instructor for questions, in case of lack of clarity or doubts;* • *Provide feedback to the assigned instructor;*	*Instructor*

Step	Reason / Need	Action	Responsibility
		• *Ensure, that the HT is informed about the short term change.*	
Scheduled • *Long term – permanent*	• *ATO organisational factors and management needs;* • *Individual concerns with respect of conflicts in the student – instructor relationship;* • *Gaining better interpersonal relationship, to ease learning and to prevent learning difficulties or learning progress;* • *Corrective measures during continued unsatisfactory progress;* • *…*	• *Student and/or instructor shall report an individual concern;* • *The HT decides on the instructor change by considering:* – *The proposed instructor has the necessary and valid licence, certificates, ratings and medical certificates for the respective training;* – *The maximum number of assigned students;* – *The maximum instructor changes during the applicable training course:* – *The availability of the instructor;* – *The agreement between both, the student and the instructor;* – *…* • *Arrange a student transfer to the proposed new instructor.*	*HT*
• *Student transfer*		• *The new assigned instructor shall receive information on:* – *Reasons for change;* – *Student training status and in-depth progress;* – *Major strengths and weaknesses;* – *Areas of improvements;* – *Students' learning interests, commitment and judgement;* – *Status of training records and forms;* – *…*	*Instructors involved*
Recording	*For the purpose of monitoring long term – permanent instructor changes, transfers are to be documented.*	• *Student file:* – *Create a note/memo in the students training record/form;* – *Amend the «Record of assigned instructors» accordingly;* • *Instructor file:* – *Amend the «Record of assigned students» accordingly.*	*Administration office*

Disciplinary actions and procedures for suspending a student from training

Refer to OM A, Chapter x.4.x «Student discipline and disciplinary action»

4.1.11 Standards and level of performance at various stages

Ch. 4.1.11 ISS1 / REV0 / 04.01.2016

4.1.11.1 Individual responsibilities

RB 4.1.11.1 ISS1 / REV0 / 04.01.2016

4.1.11.2 Standardisation

RB 4.1.11.2 ISS1 / REV0 / 04.01.2016

4.1.11.3 Standardisation requirements and procedures

RB 4.1.11.3 ISS1 / REV0 / 04.01.2016

4.1.11.4 Application of test criteria

RB 4.1.11.4 ISS1 / REV0 / 04.01.2016

TOPIC

CA

EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.110 ORA.ATO.130/230 ORA.GEN.200 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP1-11-330 Ch.-OM Ch.-Seq.-No.	OMM, Chapter 9 «Management system training» TM Part 1, Chapter x.11.x « Standards and level of performance at various stages» OM Part D, Chapter 3 «Procedures» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the means, requirements and responsibilities specified for the attainment of defined standards and level of performance?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Defined standards and level of performance as well as the related standardisation requirements and procedures are documented throughout the organisation documentation including training course syllabi, lesson and session plans.
- The organisation shall specify the means, requirements and responsibilities for the attainment of defined standards and level of performance.

Example

Attainments		***References***	***Responsibilities***
Standards and level of performance	• *Defined philosophies and policies* • *Specified training instructions, procedures and guidance* • *Published aircraft operating procedures*	• *Organisation Management Manual (OMM)* • *Operations Manual (OM)* • *Training Manual (TM)*	*OMM, Chapter 2.x.x «Responsibility matrix»*
	• *Training course:* – *Specified learning objectives and standards of performance;* – *Selected instructional methods and techniques.*	• *Individual syllabi, lesson and session plans*	*HT*
Standardisation	• *Initial training provided to instructors in order to gain the required knowledge, skills and certificate to conduct the duties of an instructor*	• *OM Part D, Chapter x.2.x. «Initial training»*	
	• *Standardisation training for the purpose to develop and implement a common understanding, level of knowledge and behaviour to reach a mutual consistent understanding during the daily training activity*	• *OM Part D, Chapter x.4.x. «Standardisation training»*	
	• *Refresher training means to refresh and increase knowledge as well as to maintain the abilities in order to remain qualified and*	• *OM Part D, Chapter x.3.x. «Refresher training»*	

Attainments		***References***	***Responsibilities***
	competent to conduct the duties of an instructor		
	• *Management system basic training for all employees*	*OMM Chapter 9.x «Basic training – All employees»*	
	• *Management system advanced training for management personnel*	*OMM Chapter 9.x «Advanced training – Management personnel, auditors and inspectors»*	
Test criteria	• *Competence evaluation*	*OM Part D, Chapter x.7.x «ATO personnel standards evaluation»*	
	• *Training standard evaluation*	*TM Part 1, Chapter x.10.x «Training effectiveness»*	

4.2 TM Part 2 «Briefing and air exercises»

Ch. 4.2 ISS1 / REV0 / 04.01.2016

4.2.1 Air exercise

RB 4.2.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP2-1-335 Ch.-OM-Ch.-Seq.-No.	TM Part 2, Chapter x.1.x «Air exercise» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a comprehensive reference to the applicable air exercises?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Air exercises are a major element of individual syllabi defining approved training courses for licences, ratings and certificates.
- Air exercise defines the content of the flying/practical training and is a detailed description and guidance of an individual flight and/or simulator session. It contains details on the exercises to be conducted including learning objectives for normal, abnormal and emergency operations.
  - Air exercises are subject to session plans;
  - Refer to FOCA CL OM/TM, Chapter 4.0.4 «Session Plan».
- The required air exercises, including content, must be in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective licences, ratings and certificates.
- Air exercises may be assigned to specific training course phases/stages as applicable and structured in the most suitable learning/instructional sequence.
  - Refer to FOCA CL OM/TM, Chapter 4.0.4 «Session Plan»
  - Refer to FOCA CL OM/TM, Chapter 4.2.3 «Course structure: phase of training»
- The organisation shall include in this chapter, at least a reference to the applicable air exercises.

Example

For the applicable air exercises refer to the concerned syllabus.

4.2.2 Air exercise reference list

RB 4.2.2 ISS1 / REV0 / 04.01.2016

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EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230	ORA.ATO.125	Part FCL	Part SFCL	Part BFCL
	LEGAL REFERENCE				
4-TMP2-2-340 Ch.-OM-Ch.-Seq.-No.	TM Part 2, Chapter x.2.x «Air exercise reference list» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Does the organisation provide air exercise reference lists appropriate to the approved training courses?
  - ☐ Are the reference lists:
    - ☐ specified in the applicable syllabi? or
    - ☐ published as a separate controlled document?
- ☐ Is there a comprehensive reference to the applicable air exercise reference list?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The air exercise reference list is a catalogue listing all applicable air exercises of an approved training course. It is intended as a reference tool for instructors and ideally published in such a form as to facilitate its daily use.
- Ideally, it consist of:

a brief list of the specified air exercises structured in:	
• main title (headline of the training subject)	identification/name/designation of the training/demonstration subject.
• subtitles of the training subjects	list of training/demonstration subjects to be covered, including manoeuvre details structured in the main sequence.

- Refer also to FOCA CL OM/TM, Chapter 4.0.2 «Training Syllabus» and Chapter 4.0.4 «Session Plan».
- The organisation may decide to issue the air exercise reference lists:
  - as an integral part of the defined syllabi. This may be combined with the student training record; **or**
  - as a separate document, preferably in flip card form. In such cases, they must not be integrated and maintained in the training manual, as long as they have no specific content required to be presented in a syllabus relevant to prior approval.
- The organisation shall include in this chapter a reference to the applicable air exercise reference lists.

Example

For the applicable air exercises reference list refer to the concerned syllabus.

4.2.3 Course structure: phase of training

RB 4.2.3 ISS1 / REV5 / 23.02.2021 / APP

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EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP2-3-345 Ch.-OM-Ch.-Seq.-No.	TM Part 2, Chapter x.3.x «Course structure: phase of training» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement that the training course structure and related phases of training are subject to the concerned syllabus?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- As applicable, the course structure, the content and sequence are to be in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective licences, ratings and certificates.
- The breakdown and allocation of the content of a specific training course into training levels, parts or phases/stages and the most suitable learning/instructional sequence is subject of the associated syllabus.
- For training course specific requirements related to structure and training phases/stages refer to FOCA CL OM/TM CL 5 Appendix «Syllabi for Licences, Ratings and Certificates», reference box of the concerned category licence, rating or certificate, training course table, row «Special Considerations».

  In general, the main elements of a training course – as applicable – are:

Theoretical Knowledge (also known as ground/technical training)	• element of the theoretical knowledge instructions which specifies the theoretical subjects to be studied
Flight Training in a FSTD	• element of simulator training sessions containing details on the exercises to be conducted
Flying Training/Practical Training	• element of flight training sessions containing details on the air exercises to be conducted

- When structuring a training course the following may be considered:
  - Setting-up the main structure in levels, and in the case of an instructor training course in parts 1 to 3, as applicable to the instructor category;
    - Refer also to FOCA CL OM/TM, Chapter 4.0.2 «Training Syllabus»;
  - Sorting training subjects in a logical, most suitable and instructional sequence, arranged in phases/stages;
  - Inclusion of progress/stage/level/phase/dual checks for the verification of the student's knowledge and skills, as required;
    - Refer also to FOCA CL OM/TM, Chapter 4.2.7 «Progress tests»
  - Constraints and provisions related to time.
- In this chapter the organisation shall include a statement that the training course structure and related levels and phases of training are subject to the concerned syllabus.

Example

The training course structure and related phases of training are subject to the concerned syllabus.

4.2.4 Course structure: integration of syllabi

RB 4.2.4 ISS1 / REV0 / 04.01.2016 / APP

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EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP2-4-350 Ch.-OM-Ch.-Seq.-No.	TM Part 2, Chapter x.4.x «Course structure: integration of syllabi» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement, that:

- ☐ theoretical knowledge instruction, as relevant to the content of the intended exercise, is part of individual flight and/or simulator session?
- ☐ the instructor may vary the theoretical instruction individually to the student's need, progress and ability as part of an individual flight and/or simulator session?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- A structured training course with comprehensive defined learning objectives is the basis for a well-co-ordinated theoretical instruction and practical training.
- The definition of theoretical knowledge instruction and the practice in which theoretical topics are integrated are subject of the concerned syllabus and associated content of the individual flight and/or simulator session plans.
- Each individual flight and/or simulator session may include an additional theoretical knowledge instruction as relevant to the content of the intended exercise (in some courses known as long briefing), to ensure that the student will be able to apply the knowledge during the practical training and to acquire the associated skills.
- In addition to the defined flight and/or simulator session, the assigned instructor may vary the theoretical instruction individually to the student's need, progress and ability.

Example

The definition of theoretical knowledge instruction and the manner in which theoretical topics are integrated in practical instruction, are subject of the concerned syllabus and associated content of the individual flight and/or simulator session plans.

As the instructor monitors the student's performance and progress continuously, and as part of a single flight and/or simulator session, the instructor may vary the theoretical instruction individually to the student's need, progress and ability.

4.2.5 **Student progress** RB 4.2.5 ISS1 / REV0 / 04.01.2016				CA EVALUATION METHOD
OM/TM CL TOPIC	ORA.ATO.130/230 LEGAL REFERENCE	Part FCL	Part SFCL	Part BFCL
4-TMP2-5-355 Ch.-OM-Ch.-Seq.-No.	TM Part 2, Chapter x.5.x «Student progress» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE			

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement, that training course requirements and learning objectives/standard of performance are subject of the concerned syllabus?

☐ Are conditions for the student progress defined?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The basis to decide upon the student progress are prescribed training course requirements and comprehensively defined learning objectives/standard of performance as specified in the respective syllabus.
  - Refer also to:
    - FOCA CL OM/TM, Chapter 4.0.2 «Training syllabus»
    - FOCA CL OM/TM, Chapter 4.0.3 «Lesson plan»
    - FOCA CL OM/TM, Chapter 4.0.4 «Session plan»
    - FOCA CL OM/TM, Chapter 4.2.3 «Course structure: Phase of training»
- The student's progress depends on:
  - achieved knowledge and skill measured against defined learning objective/standard of performance;
  - passed tests/checks/examinations, as applicable;
  - achieved experience requirements;
  - the status of fulfilled course requirements.

Example.

Training course requirements and learning objectives/standard of performance which must be achieved for a satisfactory training progress are prescribed in the associated syllabus.

For a successful course progress, the student must achieve the required knowledge, skills and experience requirements and pass defined tests, checks and/or examinations, as defined for the applicable training course.

4.2.6 Instructional methods

RB 4.2.6 ISS1 / REV7 / 28.06.2022

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP2-6-360 Ch.-OM-Ch.-Seq.-No.	TM Part 2, Chapter x.6.x «Instructional methods» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there guidance defining the instructional methods to be applied?

☐ Is there a statement indicating that the organisation enforces the adherence to prescribed training courses and associated syllabi?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- An instructional method can be defined as the process by which instruction occurs.
- Subject of syllabi and session/lesson plans are the definition of the basic instructional approaches that are to be structured and sequenced, such as:
  - Theoretical knowledge instruction:
    - Classroom
    - Demonstration
    - Long briefing
    - Computer based instruction
    - Distance learning
  - Practical training:
    - Briefing
    - Explanation
    - Demonstration
    - Practice/repetition/drill
- Research publications and commercially produced literature provides various theoretical models related to instructional strategies, techniques and methods in aviation. So, there is no need to include details on theory on instructional techniques related to teaching and learning.

  The organisation shall provide at least a general valid instructional process to ensure an effective instruction.
- The organisation shall enforce adherence to prescribed training courses, associated syllabi and lesson/session plans. Adherence to a prescribed syllabus ensures that students receive a standardised and regulatory compliant training, structured in a most suitable learning/instructional process and sequence.

Example

Students shall receive an effective training by following prescribed training courses. Instructors are to ensure, that the provided training is according to the content of the applicable syllabus and that the required instructional methods and techniques are applied.

A typical and effective training includes the following method of instructions:

Instructional process		***Task, student practice and evaluation***	***Reference***
Session preparation	*Training status*	• *Determine the training progress and status* • *Review the previous session including results and performance*	*Syllabus/training record*
	Session review	• *Determine the intended session's main objectives* • *Vary the session programme according to the actual conditions, student training status, performance and needs*	*Session plan*
	Prerequisites	• *Verify that the student fulfils the prerequisites for the intended session* • *If applicable, issue the approval/authorisation of flight* • *Ensure compliance with flight time limitations and rest requirements*	• *Syllabus and session plan* • *OM A, Chapter x.5.x «Approval/Authorisation of flights»*
Pre-flight briefing	*Operational/Technical*	• *Determine technical status of the aircraft including MEL*	• *OM B, Chapter x.5.x «Allowable deficiencies »* • *OM A, Chapter x.4.x «Radio and radio navigation aids»*
		• *Weather* *Review the interpretation of meteorological information*	• *OM C, Chapter x.4.x «Weather minima (flying instructor)»* • *OM C, Chapter x.5.x «Weather minima (student)»*
		• *Aerodromes / operating sites*	• *OM C, Chapter x.2.x «Flight planning»* • *OM C, Chapter x.6.x «Training routes or areas»*
		• *Training routes and areas*	• *OM C, Chapter x.6.x «Training routes or areas»*
		• *Flight planning* *Review of flight planning*	• *OM A, Chapter x.19.x «Flight planning (general)»* • *OM C, Chapter x.2.x «Flight planning»*
		• *Fuel / energy* *Review fuel / energy calculation*	• *OM C, Chapter x.2.x «Flight planning»*
		• *Loading* *Review mass and balance calculation*	• *OM C, Chapter x.3.x «Loading»*
		• *Performance* *Review performance calculation*	• *OM C, Chapter x.1.x «Performance»*
		• …	• …

Instructional process		***Task, student practice and evaluation***	***Reference***
	Session content *Long briefing*	• *Explanation* *Explain session programme, training subjects, exercises and manoeuvres including learning objectives and targets.* *Provide theoretical knowledge instruction as relevant to the content of the intended session.*	• *Session plan* • *TM Part 2, Chapter x.4.x «Course structure: integration of syllabi»*
		• *Evaluation* *Ensure that the student understands the details of the intended session programme and will be able to apply the knowledge during the practical training and to acquire the associated skills.*	• *Session plan*
Practical training	*Practice*	• *Demonstration* *Demonstrate training subject/exercise* • *Student participation* *Practice* *Adaption* *Repetition* *Drill* • *Assessment* *Assess the skill and performance of the student continuously* *Clarify and correct student errors* *Vary the programme as required*	• *Session plan*
Post-flight briefing	*Student self-assessment*	• *Self-judgement* *Overall performance* *Achieved/failed learning objectives* *Area of improvements* *…*	*Syllabus/training record*
	Instructor debriefing	• *Review students self-judgement* • *Identify achieved/failed learning objectives* • *Name the major strength* • *Name the major weakness* • *Analyse and explain root causes* • *Define and explain area of improvements, remedies and corrective actions* • *Provide additional explanations and/or instruction as relevant to the session progress and results or student needs* • *…*	*Syllabus/training record*
	Administration	• *Complete the students training record/form*	*Syllabus/training record*
		• *Pilot's log book*	*OM A, Chapter x.18.x «Pilot's log book»*
		• *…*	*…*

4.2.7 Progress tests

RB 4.2.7 ISS1 / REV5 / 23.02.2021 / APP

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EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP2-7-365 Ch.-OM-Ch.-Seq.-No.	TM Part 2, Chapter x.7.x «Progress test» OM Part D, Chapter 3 «Procedures» MANUAL REFERENCE

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement that progress tests and related stages, levels and phases of a training course are subject to the concerned syllabus?

☐ Is there a statement that prior to the conduct of a progress test the related prerequisites are to be fulfilled and that it is predictable, that the candidate has the level of knowledge and skills to pass the intended test?

☐ Are there instructions for the conduct of progress tests?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- A progress test is a method to evaluate the students level of achieved knowledge and skill measured against defined learning objectives/standards of performance of the applicable training course. They are assigned to training course stages, levels and/or phases. Following the training course, progress tests will complete the associated phases of training.
- The term «progress test» and its purpose in this context is considered equal to the terms:
  - Stage check;
  - Dual check;
  - Cross-check;
  - Phase check;
  - etc.
- The definition of progress tests during a training course is subject of the concerned syllabus.
  - Refer also to FOCA CL OM/TM, Chapter 4.2.3 «Course structure: Phase of training»
  - For training course specific requirements related to structure and training stages, levels and/or phases refer to FOCA CL OM/TM CL 5 Appendix «Syllabi for Licences, Ratings and Certificates», reference box of the concerned category licence, rating or certificate, training course table, row «Special Considerations».
- The organisation shall provide guidance for the conduct of progress checks. This is ideally presented in form of a check-list. Detailed instructions may be defined for the following phases:
  - planning;
  - notification;
  - preparation;
  - completion; and
  - administration.
- The guidance for the conduct of progress checks shall be consistent with the provisions for tests and examinations as specified in TM Part 1, Chapter x.9.x «Assessments, tests and examinations».
  - Refer to FOCA CL OM/TM, Chapter 4.1.9 «Assessments, tests and examinations»

Example

Following a training course, students shall pass all progress tests as applicable in the respective syllabus.

An instructor shall suggest a student for a progress test only, if the prerequisites including experience requirements are fulfilled, and it is predictable, that the candidate has the level of knowledge and skills to pass the intended progress test.

Phase	***Task***	***Reference***
Planning	☐ *Training status determined* ☐ *Progress test prerequisites and content reviewed* ☐ *Student prerequisites including experiences fulfilled* ☐ *Flight programme details determined/verified*	• *Syllabus/training record*
	☐ *Head of Training/Chief Flight Instructor notified*	• *Any means of communication*
	☐ *Approval/authorisation of flight issued*	• *OM A, Chapter x.5.x «Approval/Authorisation of flights»*
Notification	☐ *Progress test content and objectives explained* ☐ *Flight programme details communicated* ☐ *Organisational issues notified (date, aircraft etc.)* ☐ *Student understanding and expectations verified*	• *Syllabus/training record* • *Briefing*
Preparation	☐ *Students preparation reviewed* ☐ *Appropriate flight preparation* ☐ *Operational, situational and environmental judgement and awareness* ☐ *Basis of decisions and decision-making, problem solving* ☐ *Workload management and communicative competence* ☐ …	• *Session preparation and pre-flight briefing* • *TM 2, Chapter x.6 «Instructional methods»*
Completion	☐ *Monitoring the progress test completion* ☐ *Active* ☐ *Passive*	• *Progress test specification*
	☐ *Debriefing and test decision* ☐ *Appropriate completion of post-flight and administration tasks reviewed* ☐ *Student's first experience/impression report received* ☐ *Student's self-judgement/assessment completed* ☐ *Passed* • *Progress test programme completed* • *Level of required knowledge and skills demonstrated* ☐ *Not passed* • *Content of the progress test not completed* • *Level of knowledge and skill not demonstrated* • *Failure to take corrective actions* • *Wrong and/or unsafe decisions* • *Unsafe airmanship* • …	• *TM 2, Chapter x.6 «Instructional methods»*
Administration	☐ *Progress test administration*	• *Syllabus/training record*
	☐ *Students training record/form completed*	

Phase	*Task*	*Reference*
	☐ *Pilot's log book completed*	• *OM A, Chapter x.18.x «Pilot's log book»*
	☐ *Student file amended/revised*	• *OM A, Chapter x.12.x «Flight crew qualification records (licences and ratings)»*
	☐ *Head of Training/Chief Flight Instructor notified*	• *Any means of communication*

4.2.8 Glossary of terms

RB 4.2.8 ISS1 / REV0 / 04.01.2016

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EVALUATION METHOD

OM/TM CL TOPIC 4-TMP2-8-370 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
	TM Part 2, Chapter x.8.x «Glossary of terms» OM Part A, Chapter 0 «Introduction» OM Part D, Chapter 0 «General» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Are the sources, which compile the glossary of terms, specified?

☐ Is there a list of abbreviations as relevant to the operations and training manual?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Glossary of terms:
  - a **Term** is a word or phrase used to describe a thing or to express a concept, especially in a particular kind of language or branch of study;
    Source: Oxford Dictionary https://www.lexico.com/definition/term [on-line] Available (17.08.2020)
  - a **Glossary** is an alphabetical list of words or phrases relating to a specific subject, text, or dialect, with explanations; a brief dictionary.
    Source: Oxford Dictionary https://www.lexico.com/definition/glossary [on-line] Available (17.08.2020)
- For the use of the organisation's documentation without difficulty, the following may be considered:
  - explanations and definitions of terms and words used in the manual system, shall be provided and be readily available;
    - refer also to the FOCA Certification Leaflet (CL) Management System (MS), Chapter 3.1 «Format of Manual and Documents»
  - the glossary of terms and list of abbreviations must be relevant to the documentation concerned;
  - for basic terminology and abbreviations used in aviation the organisation may reference to the AIP and/or commercially produced route and aerodrome information/documentation, aircraft manufacturer provided manuals and documentations, various teaching materials and aviation literature, as applicable;
  - definitions and abbreviations specifically needed for the content of the operations and training manual, shall be directly available in the manual concerned.

Example

Where required, terms specific to the operations and training manual content are explained in the concerned chapter and/or sub-chapter.

Refer to applicable teaching materials, aircraft manufacturer provided manuals and documentations, AIP and/or commercially produced route and aerodrome information/documentation or other aviation literature for basic terminology and abbreviations used in aviation.

For the list of abbreviations as relevant to the operations and training manual refer to xxx «List of abbreviation»

4.2.9 Appendices

Ch. 4.2.9 ISS1 / REV0 / 04.01.2016

4.2.9.1 Progress test report forms

RB. 4.2.9.1 ISS1 / REV0 / 04.01.2016

4.2.9.2 Skill test report forms

RB. 4.2.9.2 ISS1 / REV0 / 04.01.2016

4.2.9.3 ATO certificates of experience, competence, etc.

RB. 4.2.9.3 ISS1 / REV0 / 04.01.2016

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230	Part FCL	Part SFCL	Part BFCL
	LEGAL REFERENCE			
4-TMP2-9-375 Ch.-OM-Ch.-Seq.-No.	TM Part 2, Chapter x.9.x «Appendices» OM Part D, «Appendix» MANUAL REFERENCE			

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation maintain lists to control applicable syllabi, lesson and session plans, forms and records?

☐ Are the lists:

☐ integrated in the management system? or

☐ itemised as a table of content of the appendix of the training manual?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Syllabi, lesson and session plans, forms and records or other defined documents are part of the organisation's documentation as a whole. They are to be integrated in the management system as element of document control and system of amendment and revision.

  Refer also to:

  - FOCA CL OM/TM, Chapter 4.0 «The structure and the content of the training manual»;
  - FOCA Certification Leaflet (CL) Management System (MS).
- When compiling the Training Manual, the organisation may decide to list all applicable syllabi, lesson and session plans, forms and records:
  - in the concerned chapter of the management system; **or**
  - as an itemised table of content containing information on the version and revision status of the elements contained in the appendix of the training manual.
- When developing a list or an itemised table of content for applicable syllabi, lesson and session plans, forms and records or other defined documents the following may be considered:
  - Data to be controlled:
    - Document name, labelling or designation;
    - Type of document;
    - Version and Revision status;
    - Register/index;
  - Officially published forms and records issued by FOCA need not be listed nor monitored in the organisation's document management.
    - Forms are available on the FOCA homepage:

      https://www.bazl.admin.ch/bazl/de/home/fachleute/flugverkehr/formularsammlung.html [on-line] Available (14.09.2015)
    - Refer also to FOCA Examiner Guide EASA Part FCL AEROPLANE / HELICOPTER

      https://www.bazl.admin.ch/dam/bazl/en/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclaeroplane.pdf.download.pdf/examiner_guide_easapartfclaeroplane.pdf [on-line] Available (24.01.2017)

      https://www.bazl.admin.ch/dam/bazl/it/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclhelicopter.pdf.download.pdf/examiner_guide_easapartfclhelicopter.pdf [on-line] Available (09.05.2017)

Example

List of effective syllabi

Index	*Name/Labelling*	*Version*	*Revision*	*Effective Date*
01	*Private pilot licence*	*01*	*00*	*dd.mm.yyyy*
02				
..	*…*			

List of effective forms

Index	*Name/Labelling*	*Version*	*Revision*	*Effective Date*
01	*Personal data / Registration form*	*01*	*02*	*dd.mm.yyyy*
02	*Progress test report form*	*01*	*05*	*dd.mm.yyyy*
03	*Attendance record form*	*02*	*00*	*dd.mm.yyyy*
..	*…*			

List of…

Index	*Name/Labelling*	*Version*	*Revision*	*Effective Date*
01	*…*			

4.3	TM Part 3 «Flight training in a FSTD» Ch. 4.3 ISS1 / REV0 / 04.01.2016	CA EVALUATION METHOD
OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL LEGAL REFERENCE	
4-TMP3-380 Ch.-OM-Ch.-Seq.-No.	TM Part 3, «Flight training in a FSTD» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE	

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation include Part 3 «Flight training in a FSTD» in the Training Manual?

☐ Is there a statement that flight training in a FSTD is subject to the syllabus of a specific training course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The use of a flight simulation training device (FSTD) during a training course is subject to the concerned syllabus. There is no sustainable difference for the development of a session plan for flight training in a simulator or an aircraft. Consequently, there is no need to develop a specific manual for simulator training.
  - Refer also to:
    - FOCA CL OM/TM, Chapter 4.2.1 «Air exercise»;
    - FOCA CL OM/TM, Chapter 4.2.3 «Course structure: Phase of training»;
    - FOCA CL OM/TM, Chapter 4.0.4 «Session plan».
- For the purpose of a compliant manual structure, the organisation shall list the Training Manual part 3 «Flight training in a FSTD» and include a statement that the use of a flight simulation training device (FSTD) during a training course is subject to the concerned syllabus.

Example

Training Manual (TM) Part 3 «Flight training in a FSTD»

Structure, content and sequence related to flight training in a flight synthetic training device (FSTD) is subject to the syllabus of a specific training course.

Refer to the syllabus of the concerned training course.

4.4 TM Part 4 «Theoretical knowledge instruction»

Ch. 4.4 ISS1 / REV0 / 04.01.2016

4.4.1 Structure and method of theoretical knowledge course

RB 4.4.1 ISS1 / REV5 / 23.02.2021 / APP

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EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 ORA.ATO.210 ORA.ATO.300 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP4-1-385 Ch.-OM-Ch.-Seq.-No.	TM Part 4, Chapter x.1.x «Structure and method of a theoretical knowledge course» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE

APP: The media used for CPL and ATPL theoretical knowledge instruction requires prior approval.

APP: Distance learning courses require prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement that the structure of the theoretical knowledge instruction is subject to individual syllabi and associated lesson plans?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Theoretical knowledge instructions are to be in compliance with EU regulation (Part FCL, Part SFCL, Part BFCL) as specified for the respective licences, ratings and certificates.

  The method, structure, content, distribution and allocation of time constraints including sequence is subject of individual syllabi defining an approved training course.

  - For training course specific guidance on the distribution and allocation of time constraints refer to FOCA CL OM/TM CL 5 Appendix «Syllabi for Licences, Ratings and Certificates»
  - Refer also to FOCA CL OM/TM, Chapter 4.0.2 «Training syllabus»
  - Refer also to FOCA CL OM/TM, Chapter 4.0.3 «Lesson plan»
- When structuring a training course into phases, the theoretical knowledge instruction, also known as ground/technical training, is one of the main elements of a training course.
  - Refer also to FOCA CL OM/TM, Chapter 4.2.3 «Course structure: Phase of training»

- Overview of theoretical knowledge instruction methods:

Classroom	• All training courses have specific requirements for classroom instruction. • Classroom instruction is provided at a suitable facility at the organisation or elsewhere, where an instructor provides theoretical knowledge instruction of a prescribed content with specific objectives related to the concerned lesson, or delivered by an instructor to a student including videoconferencing appropriate to the task if the necessary level of communication is ensured and appropriate equipment and tools are available; • Formal classroom work may also include other methods of delivery for example: - Multimedia applications, such as: ○ computer based training; ○ interactive video; ○ slide or tape presentation. - demonstration and training aids; - other suitable teaching means and media. • Classroom instruction may be provided by using lesson plans. - Refer to FOCA CL OM/TM, Chapter 4.0.3 «Lesson plan» • Class numbers should not exceed 28 students per subject involving a high degree of supervision or practical work such as navigation, flight planning, performance etc.
Distance learning	• Refer to FOCA CL OM/TM, Chapter 4.4.1.1 «Distance learning»
Long briefing	• Long briefing is a required training method used for instructor training courses. During a long briefing the student instructor provides theoretical knowledge instruction of a prescribed content with specific objectives related to the concerned session/air exercise. This for the development of instructional skills and to deepen knowledge of content provided.
Additional theoretical instruction during practical training	• Each individual flight and/or simulator session may include an additional theoretical knowledge instruction as relevant to the content of the intended exercise and to deepen the theoretical knowledge of the student. This to ensure, that the student will be able to apply the knowledge during the practical training and to acquire the associated skills. - Refer also to FOCA CL OM/TM, Chapter 4.2.4 «Course structure: Integration of syllabi»
Self-study	• Self-study is the devotion of time and attention to gaining knowledge of an academic subject without assistance from a teacher or tutor. Source: Oxford Dictionary https://www.lexico.com/definition/self-study [on-line] Available (17.08.2020) • Learning subjects of the theoretical knowledge syllabus, or elements thereof, may be adequately addressed by self-study, particularly when utilising CBT.

Example

The method, structure, content, distribution and allocation of time constraints, including sequence of theoretical knowledge instruction, is subject of individual syllabi and associated session plans. Refer to the syllabus of the concerned training course.

4.4.1.1 Distance learning

RB 4.4.1.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230	ORA.ATO.210	ORA.ATO.300	ORA.ATO.305	ORA.ATO.310
	ORA.GEN.215 LEGAL REFERENCE	Part FCL	Part SFCL	Part BFCL	
4-TMP4-1-387 Ch.-OM-Ch.-Seq.-No.	TM Part 4, Chapter x.1.1.x «Distance learning» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE				

APP: Distance learning courses require prior approval.

APP: The media used for CPL and ATPL theoretical knowledge instruction requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Does the organisation provide a list of approved training courses for which distance learning is implemented?
- ☐ Does the organisation provide a brief description of the applicable distance learning solution?
  - ☐ Is the type of solution and its form defined?
  - ☐ Is the scope of the distance learning solution defined for each applicable training course?
- ☐ Does the organisation provide distance learning by:
  - ☐ contracting a service provider?
    - ☐ In the case of contracted services, are there details of the contractor provided?
  - ☐ operating the technical application internally?
- ☐ Are there rules and responsibilities to ensure that students have access to instructors?
- ☐ Is there a procedure to monitor the student's progress?
- ☐ In case of Area 100 KSA assessments via distance learning, is there a procedure or process available, to establish that the students themselves have completed the assessment and that the assessment method(s) for that particular exercise has (have) been effective?
- ☐ Is class room instruction included for all training subjects?
  - ☐ Is the amount of time spent not less than 10% of the training course in total or per learning subject?
- ☐ Are progress tests in all applicable training courses included:
  - ☐ one for each subject for every 15 hours of study, assessed by the organisation? **and**
  - ☐ additionally, at intervals of 5 to 10 study hours, self-assessed by the student?
- ☐ Do the instructors involved in distance learning receive training on the related requirements and procedures?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Distance learning is the teaching method to deliver education to students who are not physically present in a traditional setting of a classroom. It provides the possibility to study independent of time and/or distance.

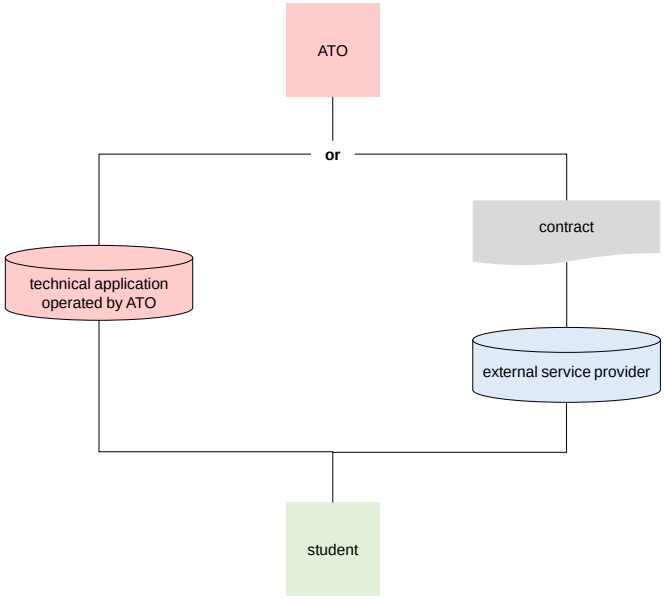
  A common practice is that the student has:

  - access to learning platforms and/or applications; and
  - training material in electronic or paper textbook format;

  which are available online or offline.

  Distance learning in aviation is to be referred to as a hybrid course of study as a certain amount of traditional classroom instruction is still required for review purposes and by regulations.

- The application of distance learning elements is subject to individual training courses and requires prior approval.
- The ATO may be approved to use distance learning:
  - for the complete required theory or for single subjects in modular training courses for licences;
  - for courses of additional theoretical knowledge for a class or type rating for high performance SP aeroplanes commonly known as HPA;
  - for courses of approved pre-entry theoretical knowledge instruction for a first type rating for a multi-engined helicopter.
- The organisation may provide distance learning by contracting a service provider or operating the technical application internally:



Concept and solution	• Brief description of the applicable distance learning solution includes at least: - technical application and its form (web-based, computer based, electronic textbook online or offline, paper textbook, CD etc.); - type of solution (e.g. e-learning, questionnaire, etc.); - student accessibility; - verification of student identity prior to assessments and tests; - details of the service provider, in case of contracted services. Also refer to FOCA Certification Leaflet (CL) Management System (MS), CL 9 «Contracting and monitoring of contractors»
Content	The detailed content must be in compliance with the respective Part FCL, Part SFCL, Part BFCL requirements of the concerned training course. Also refer to FOCA CL OM/TM CL 5 Appendix «Syllabi for Licences, Ratings and Certificates». • Structure, content, distribution and allocation of time constraints, including sequence, are subject to the concerned syllabus.
Classroom instruction	• Classroom instruction must be included in all subjects provided. The amount of time spent shall not be less than 10% of the training course in total and/or per learning subject as specified in Part FCL, Part SFCL, Part BFCL. • Classroom instruction is provided at a suitable facility at the organisation or elsewhere, where an instructor provides theoretical knowledge instruction of a prescribed content with specific objectives related to the concerned lesson, or delivered by an instructor to a student including videoconferencing appropriate

	to the task if the necessary level of communication is ensured and appropriate equipment and tools are available; • Student numbers should not exceed 28 per class.
Instructor	• Instructors involved in distance learning shall: - be familiar with the concept and the technical solution; - be supplied with the required access rights; - be able to use the system/application and the relevant functions; - know the detailed content of the distance learning elements; - know the provisions, means and procedures to monitor the student's progress; - know the rules and means to provide direct access between a student and an instructor.
Monitoring student progress	• The organisation shall implement a method to monitor the student's progress. This is for the purpose of: - determining whether a student has satisfactorily completed the appropriate elements of the theoretical knowledge instruction at a satisfactory level; - identifying achieved/failed learning objectives; - providing additional explanations and/or instructions. • The method shall include the: - assessment of the student's progress test results; - analysis of the student's errors, mistakes and misinterpretations; - analysis of the student's questions in terms of content, quantity and observed frequency; - student's activities measured against the programme schedule assuming that a student will study at least 15 hours per week.
Progress tests	• One progress test for each subject for every 15 hours of study, assessed by the organisation. • Progress tests at intervals of 5 to 10 study hours, self-assessed by the student. • Final test prior to the Part FCL, Part SFCL, Part BFCL examination.
Student access to instructors	• The organisation shall define a method to provide access to theoretical knowledge instructors, experts and/or specialists. The following may be considered: - The access may be immediate or delayed; - Communication means may be telephone, E-Mail, chatrooms, etc.; - Organisational factors: o point of contact; o contact times; o preferred or defined communication means; o scope of support.
Progress tests	• Every 15 hours of study assessed by the organisation. • Progress tests at intervals of 5 to 10 study hours self-assessed by the student. • Final test prior to the Part FCL, Part SFCL, Part BFCL examination
Course material	• May be provided online/offline as a multimedia application and/or electronic/paper textbook format. • The details of the applicable media/format, material, publications and/or books are to be stated in the individual syllabi and associated lesson plans.

Example

Distance learning concept

Applied training courses	• *CPL modular* • *CPL/IR modular* • *IR* • *…* • *For the complete scope of provided training courses refer to OMM, Chapter 1.x «Scope of activity – ATO Nr. 0xxx»*	
Solution, format and scope	*CPL*	• *Paper textbook* • *Contracted web-based access to:* – *e-learning;* – *questions database*
	IR	• *Contracted web-based access to questionnaire database* • *e-textbook offline* • *Computer based training (CBT) on CD*
	…	• *…*
	• *Specified E-Mail contact for student access to instructors*	
Contractor	• *Refer to OMM, Chapter 11 «Contracting and monitoring of contractors»*	
Access	• *Link http://www.sampletrainingaviation.com* • *24 hours / 7 days / 8760 hours/year* • *Personal login issued by the administrator of the service provider*	
Student identity	• *Verification of student identity prior to assessments and tests by … (e.g. video call, personal login card).*	

Monitoring of student progress

Step	***Task***	***Frequency***	***Responsibility***
Data collection	• *Check individual:* – *training activities, proceeding and status;* – *results of progress tests;* – *inquiries and requests;* – *…* • *Collect submitted feedback (verbally or written) of:* – *students;* – *instructors.*	*Daily*	*Administration*
	• *Compile data, sort and setup the weekly dossier.* • *Submit dossier to CTKI and HT.*	*Weekly*	
Analysis	• *Evaluate:* – *the completed elements and overall progress;* – *the student activities measured against the programme schedule;* – *the student's main errors, mistakes and misinterpretations;* – *feedbacks.*	*Weekly*	*CTKI*
Control measures	• *Normal and satisfactory student progress:* – *no action.* • *No training activities:* – *contact and motivate student.* • *Incomplete elements, failed learning objectives and/or inadequate level of knowledge:* – *identify major weaknesses, area of improvements, remedies and corrective actions;*	*Individual case*	*CTKI*

Step	Task	Frequency	Responsibility
	– *order an instructor in areas of required improvement to provide additional explanations and/or instructions;* • …		
Student support	• *Provide additional explanations and/or instructions;* • *Provide feedback to CTKI;* • …	*Individual appointment(s)*	*Instructor*

Student access

Contacts	*Technical application*	• *Link http://www.sampletrainingaviation.com* • *24 hours / 7 days / 8760 hours/year* • *Personal login* • *Issued by the administrator of the service provider*
	Technical administration and support	• *support@sampletrainingaviation.com (24 hour / 7 days)* • *Tel. +66 531 106 415 / Mo - Fr / 08:00 – 11:30*
	Instructor support	• *instructor@flightschool.ch (24 hour / 7 days)* • *Answers to questions shall be provided within 24 hours*
	Administration and registration	• *During daily office hours from Mo to Fr from 08:00 – 16:30* • *Phone 99/999 99 99*

Handling of student's questions and inquiries

Step	Task	Frequency	Responsibility
Recording and distribution	• *Check inbox;* • *Evaluate question content, sorting;* • *Open question: Amend excel-File «Question per student»;* • *Submit question to the instructor of the concerned area of subject – reference instructor list;* • …	*Mo – Fr 0800-1000*	*Administration*
Instructor's support	• *Check personal E-Mail account*	*Daily*	*Instructor*
	• *Analyse question;* • *Provide explanations and/or instructions by E-Mail or phone, as appropriate;* • *Notify administration concerning activities and results by E-Mail* • …	*Within 24 h*	
Closing	• *Close question: Amend excel-File «Question per student»;*	*Daily*	*Administration*

Instructor training

Theoretical knowledge instructors receive training on distance learning concepts and requirements during the organisation's initial conversion training. Refer to OM Part D, Chapter x.2 «Initial training».

4.4.2 Lesson plans

RB 4.4.2 ISS1 / REV1 / 02.12.2016

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP4-2-390 Ch.-OM-Ch.-Seq.-No.	TM Part 4, Chapter x.2.x «Lesson plans» Appendices to syllabi MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a comprehensive reference to the applicable lesson plans?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Refer to FOCA CL OM/TM, Chapter 4.0.3 «Lesson plan».

4.4.3 Teaching materials

RB 4.4.3 ISS1 / REV0 / 04.01.2016 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230	ORA.GEN.215	Part FCL	Part SFCL	Part BFCL
	LEGAL REFERENCE				
4-TMP4-3-395 Ch.-OM-Ch.-Seq.-No.	TM Part 4, Chapter x.3.x «Teaching materials» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE				

APP: Training courses are an element of the ATO certificate attachment and require prior approval

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is there a statement that the teaching material used during a training course are specified in the concerned syllabus and lesson plans?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- In general, teaching material refers to a spectrum of educational materials used by instructors and students to facilitate learning and to achieve a defined learning objective.
- For each training course provided, the organisation shall specify the applicable teaching materials as follows:

Teaching material		
	Course/training material ⇒	**Syllabus**
	• Main study material containing theoretical models, fundamental concepts, explanations etc., such as: - manuals, textbooks and literatures in paper and/or electronic format; - study publications, materials; - learning platforms and/or applications;	• The syllabus shall include a list of the applicable course/training material used during the training course. • Refer also to FOCA CL OM/TM, Chapter 4.0.2 «Training syllabus»
	Teaching aids ⇒	**Lesson plan**
	• Any device, equipment, object or means used to demonstrate or clarify a learning subject.	• Lesson plans shall contain details of the applicable theoretical models, teaching aids and relevant content of the applicable course training material. • Refer to FOCA CL OM/TM, Chapter 4.0.3 «Lesson plan»

- In this chapter, the organisation shall include a reference to syllabi and lesson plans in which the used teaching materials shall be specified.

Example

For teaching material used during a specific training course refer to the associated syllabus and lesson plans.

4.4.4 Student progress

RB 4.4.4 ISS1 / REV5 / 23.02.2021

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP4-4-400 Ch.-OM-Ch.-Seq.-No.	TM Part 4, Chapter x.4.x «Student progress» OM Part D, Chapter 2 «Training syllabi and checking programme» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Do requirements for a successful student progress exist?

☐ Is there a statement that the organisation files applications for the official Part FCL, Part SFCL, Part BFCL examinations only, if students have proven to possess the required level of knowledge and it is predictable that the examinations can be passed?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Requirements for a successful progress related to theoretical knowledge instructions are, that the students has:
  - completed all subjects of the applicable syllabus;
  - has attained the required amount of classroom instruction;
  - achieved the level of knowledge measured against defined learning objectives;
  - passed all progress tests successfully.
- Refer also to:
  - FOCA CL OM/TM, Chapter 4.4.5 «Progress testing»;
  - FOCA CL OM/TM, Chapter 4.1.9 «Assessments, tests and examinations».
- The organisation shall file applications for the official Part FCL, Part SFCL, Part BFCL examinations only, if students have proven to possess the required level of knowledge and it is predictable that the examinations can be passed.

Example

Students shall receive theoretical knowledge instruction according to the lesson plans of the applicable syllabus. Statements of goals/learning objectives and what the students are supposed to learn are prescribed in the lesson plans. Students shall enter the Part FCL, Part SFCL, Part BFCL theoretical knowledge examination only if they have:

- *achieved the required level of knowledge;*
- *attained at least xx% of the required classroom instruction;*
- *completed all the appropriate subjects;*
- *passed all the progress tests;*
- *and it is predictable that the examination can be passed successfully.*

Refer also to TM Part 1, Chapter x.9.x.x «Authorisation for tests».

4.4.5 Progress testing

RB 4.4.5 ISS1 / REV5 / 23.02.2021

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE
4-TMP4-5-405 Ch.-OM-Ch.-Seq.-No.	TM Part 4, Chapter x.5.x «Progress testing» OM Part D, Chapter 3 «Procedures» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is there a statement, that progress tests are specified in the syllabus of the applicable training course?
- ☐ Is there a guidance on how to organise and conduct progress tests?
- ☐ Is there a method to evaluate progress test results?
- ☐ Is a minimum pass grade defined?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- A progress test is a method to evaluate the student's level of achieved theoretical knowledge measured against the defined learning objectives of the applicable training course.
- Questionnaires used during self-study are for the purpose of the students self-monitoring and are not to be considered as progress tests to evaluate the student's level of achieved theoretical knowledge.
- The conduct of progress tests shall be specified in the syllabus of the concerned training course. When developing the syllabus the following progress tests may be included:
  - for each subject to evaluate the student's level of achieved knowledge in the concerned topics;
  - the entire set of subjects prior to the Part FCL, Part SFCL, Part BFCL examination to evaluate that the students have completed the appropriate elements of the theoretical knowledge instruction to a satisfactory standard.
- For distance learning related progress test requirements refer to FOCA CL OM/TM, Chapter 4.4.1.1 «Distance learning».
- The organisation shall provide guidelines for the conduct of progress tests. Detailed guidance may be defined for the following:
  - preparation;
  - notification;
  - conduct;
  - evaluation method;
  - administration.
- The use of the following empirical formula is a simplified method to calculate test results:

$$\text{grade of progress test in \%} = \frac{100 \text{ x achieved marks}}{\text{max. possible marks of the questionaire}}$$

- The minimum pass grade of a progress test shall be defined by the organisation. Part FCL, Part SFCL, Part BFCL examinations require a minimum of 75%.
- Refer also to FOCA CL OM/TM, Chapter 4.1.9 «Assessments, tests and examinations»

Example

Progress tests are specified in the syllabus of the training courses. Students shall pass the applicable progress tests with a minimum pass grade of 75%.

For the organisation and conduct of progress tests, the following guideline applies:

Step	***Task***	***Frequency***	***Responsibility***
Preparation	*Production of examination questions shall:* • *be related to learning objectives;* • *be based on the specified course/training material;* • *have different degrees of difficulty as relevant to the learning objective of the topic;* • *be defined and appropriately distributed for all applicable topics of the subject.*	*Initial issue, amendment and revision*	*TKI*
Release of progress test	*Submit progress test to HT/CTKI for approval*		*HT/CTKI if applicable*
Notification/Scheduling	• *Explain the types, purposes, contents and the schedule of progress tests* • *Explain the rules and regulations*	*First classroom instruction*	*TKI*
Conduct	• *Prepare progress test, classroom and seating* • *Clarify the rules and regulations* • *Invigilation of the conduct of the test* • *Timekeeping*	*Single progress test:* • *per subject;* • *prior to the Part FCL, Part SFCL, Part BFCL examination.*	
Evaluation and grading	• *Mark/review questionnaire, evaluate and calculate the results* • *Grade the test anwers – minimum grade of 75% required to pass* • *Identify failed learning objectives individually and collectively* • *Provide feedback to students and explain area of improvements*		
Administration	*Complete:* • *attendance record and progress test report form;* • *the students training record/form.* *Submit progress test report form to HT/CTKI and provide feedback concerning the student's performance and pass grade.*		

4.4.6 Review procedures

RB 4.4.6 ISS1 / REV5 / 23.02.2021

CA
EVALUATION METHOD

OM/TM CL TOPIC 4-TMP4-6-410 Ch.-OM-Ch.-Seq.-No.	ORA.ATO.130/230 Part FCL Part SFCL Part BFCL LEGAL REFERENCE TM Part 4, Chapter x.6.x «Review procedure» OM Part D, Chapter 3.2 «Procedures to be applied if personnel do not achieve or maintain the required standard» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation provide a procedure to be applied if a student does not achieve the required level of knowledge, skill or attitude?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The organisation shall have a procedure in place to be applied if a student does not achieve the required level of knowledge, skill or attitude. Such a procedure may include at least:
  - actions to be taken to determine deficiencies and a guideline for the determination of the required remedial training.

Example

The following procedure applies if a student has not completed the appropriate elements of the theoretical knowledge instruction for the required standard by:

- *failing progress tests, examinations and/or not acquiring the required level of:*
  - *satisfactory performance in a summative assessment; and/or*
  - *knowledge, skill or attitude.*

Step	***Task***		***Responsibility***

Evaluation	*Verify and determine the individual deficiencies and main weakness by considering:*
	• *Area of unsatisfactory performance:*
	  - *Pass grade;*
	  - *Number of failed tests, subjects and/or unsatisfactory performance;*
	• *The instructor's standard and performance;*
	• *Possible learning difficulties/disabilities;*
	• *Incomplete and/or insufficient attendance of classroom instruction;*
	• *Amount of self-study and personal effort to learn;*
	• …
		• *Refer to «Remedial training after failed tests/examinations»;*
		• *Refer to TM Part 1, Chapter x.10.x.x «Procedure for instructor change»;*
		• *Pick-up/address concerns about progression as early as possible and in an appropriate manner;*
		• *Evaluate root cause;*
		• *Encourage conversation and listen attentively to the student's concerns and needs;*
		• *Review student's self-judgement;*
		• *Motivate the student's learning, interests and commitment;*
		• …
			TKI

Remedial training and action plan	• *Define next steps and scope of the remedial training;* • *Devise an agreed action plan with the student.*	• *Determine area of improvements;* • *Specify objectives;* • *Define remedies and corrective actions;* • *Create a schedule.*	

	• *Obtain an agreement and commitment to the defined remedies and action plan.*	*Student*
Administration	• *Create a note/memo, amend student's training record/form;* • *Inform HT/CTKI and assigned instructor regarding the defined remedial training and agreed action plan.*	*TKI*

Remedial training after failed test/examinations/assessments

	Grade	***Remedial training***	***Instructors support and activities***
Tests / Examinations	*70 - 74%*	*Self-study in the areas of improvement.*	• *Identify failed learning objectives;* • *Identify and name the major weakness;* • *Analyse and explain root causes;* • *Explain areas of improvement, remedies and corrective actions;* • *Provide additional explanations and/or instructions.*
	50 – 69%	*Define a set of additional theoretical knowledge instructions and/or explanations according to the student's needs in the areas of improvement.*	
	<50%	*The student shall repeat/review the complete failed subject.*	
Assessments	*<35%*	*A set of additional training/exercises in the concerned competency.*	

4.4.7 Appendices

Ch. 4.4.7 ISS1 / REV4 / 22.10.2019

4.4.7.1 Examples of Area 100 KSA summative assessments

RB. 4.4.7.1 ISS1 / REV4 / 22.10.2019

4.4.7.2 Area 100 KSA mental maths test example

RB. 4.4.7.2 ISS1 / REV4 / 22.10.2019

CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.230 Part FCL LEGAL REFERENCE
4-TMP4-7-412 Ch.-OM-Ch.-Seq.-No.	TM Part 4, Chapter x.7.x «Appendices» OM Part D, «Appendix» MANUAL REFERENCE

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Does the organisation maintain lists to control applicable summative assessment examples and at least one mental maths test example?

- ☐ Are the lists:
  - ☐ integrated in the Training Manual? or
  - ☐ provided as an appendix?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Examples of Area 100 KSA summative assessments and mental maths test examples are part of the organisation's documentation. They may be integrated into this chapter or separately listed as appendices.

Example

List of Area 100 KSA summative assessments

Index	*Name/Labelling*	*Version*	*Revision*	*Effective Date*
01	*Summative assessment 1*	*01*	*00*	*dd.mm.yyyy*
02	*Summative assessment 2*	*01*	*00*	*dd.mm.yyyy*
..	*…*			

List of Area 100 KSA mental maths test examples

Index	*Name/Labelling*	*Version*	*Revision*	*Effective Date*
01	*Mental maths test example*	*01*	*00*	*dd.mm.yyyy*
..	*…*			

CL 5 Appendix – Syllabi for Licences, Ratings and Certificates

Ch. 5.0 ISS1 / REV0 / 04.01.2016

5.1 Licences

Ch. 5.1 ISS1 / REV0 / 04.01.2016

5.1.1 Light Aircraft Pilot Licence LAPL

Ch. 5.1.1 ISS1 / REV3 / 23.01.2018

5.1.1.1 Light Aircraft Pilot Licence LAPL(A)

RB 5.1.1.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.020	FCL.025	FCL.100	FCL.105	FCL.110
	FCL.115 LEGAL REFERENCE	FCL.120	FCL.105.A	FCL.110.A	ORA.ATO.125
5-TMAPP-420 Ch.-OM Ch.-Seq.-No.	Appendix xy «Light aircraft pilot licence syllabus LAPL(A)» MANUAL REFERENCE				

APP: The LAPL(A) training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Does the flight instruction include air exercises covering navigation in mountainous area?
- ☐ Is there a statement that the medical certificate must be obtained before first solo flight?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

LAPL(A) Training Course

- For the development of the LAPL(A) syllabus the following applies:

Special considerations	• The air exercises specified in AMC1 FCL.115 may be arranged into training stages/phases and arranged in an instructional sequence guide; • Progress tests/checks are typically conducted prior to the Part FCL examination, first solo flight, first cross country flight and prior to the skill test. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • Due to the mountainous terrain of Switzerland, FOCA strongly recommends to include at least two air exercises covering «navigation in mountainous area» in the flight instruction of the LAPL(A) syllabus. This may include the crossing of the main ridge of the Alps, north and/or south. The first flight session in mountainous area may be placed after the solo flight and the second during the completion of the en route navigation exercises.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• FCL.105 «LAPL - Privileges and conditions» • FCL.105.A «LAPL(A) – Privileges and conditions» • The aim of the LAPL(A) Training Course is to train the applicant to the level for the issue of a LAPL(A) licence and to act as Pilot in Command without remuneration on single-engine piston aeroplanes-land or touring motor gliders with a maximum certificated take-off mass of 2000 kg or less, carrying a maximum of 3 passengers, such that there are never more than 4 persons on board of the aircraft, engaged in non-commercial operations.	--
Pre-entry requirements	• FCL.100 «LAPL - Minimum age»	--
Credits	• FCL.110 «LAPL – Crediting for the same aircraft category» • FCL.110.A «LAPL(A) – Experience requirements and crediting»	• AMC1 FCL.115.A «LAPL(A) – Training course»
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences» • FCL.110.A «LAPL(A) – Experience requirements and crediting»	• AMC1 FCL.115; FCL.120 «LAPL training course and theoretical knowledge examination» • AMC1 FCL.210; FCL.215 «Syllabus of theoretical knowledge of PPL(A) and PPL(H)»
Theoretical knowledge	• FCL.115 «LAPL – Training course» • FCL.120 «Theoretical knowledge examination»	
Flying training	• FCL.115 «LAPL – Training course» • FCL.110.A «LAPL(A) – Experience requirements and crediting»	• AMC1 FCL.115 «LAPL(A) – Training course»

Note: Swiss Power Flying Federation (Motorflugverband der Schweiz MFVS) provides a LAPL(A) syllabus template for flight instruction.

5.1.1.2 Light Aircraft Pilot Licence LAPL(H)

RB 5.1.1.2 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.020	FCL.025	FCL.100	FCL.105	FCL.110
	FCL.115	FCL.120	FCL.105.H	FCL.110.H	Part-FCL Appendix 9
5-TMAPP-421 Ch.-OM Ch.-Seq.-No.	ORA.ATO.125 LEGAL REFERENCE				
	Appendix xy «Light aircraft pilot licence syllabus LAPL(H)» MANUAL REFERENCE				

APP: The LAPL(H) training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Does the flight instruction include air exercises covering navigation in mountainous area?
- ☐ Is there a statement that the medical certificate must be obtained before first solo flight?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- Upon completion of a LAPL(H) skill test, the applicant will receive a LAPL(H) including a type rating for the type used. Therefore, the training must meet the requirements of the LAPL(H), as well as the requirements of the relevant type rating.
- All mandatory elements of the Operational Suitability Data (OSD), specifically theoretical knowledge instruction and flying training, must be included in the training.

LAPL(H) Training Course

- For the development of the LAPL(H) syllabus the following applies:

Special considerations	• The air exercises specified in AMC2 FCL.115 may be arranged into training stages/phases and arranged in an instructional sequence guide; • Progress tests/checks are typically conducted prior to the Part FCL examination, first solo flight, first cross country flight and prior to the skill test; • FOCA examinations: - The Part FCL theoretical knowledge examination has to be sat with FOCA; - Skill test, including a verbal examination conducted by the examiner to determine whether or not a satisfactory level of knowledge has been achieved, regarding the type rating. • Due to the mountainous terrain of Switzerland, FOCA strongly recommends to include at least two air exercises covering «navigation in mountainous area» in the flight instruction of the LAPL(H) syllabus. This may include the crossing of the main ridge of the Alps, north and/or south. The first flight

	session in mountainous area may be placed after the solo flight and the second during the completion of the en route navigation exercises; • FCL.700 «Circumstances in which class or type ratings are required», refer to «5.2.4 Class and Type Ratings CR/TR».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• FCL.105 «LAPL - Privileges and conditions» • FCL.105.H «LAPL(H) – Privileges and conditions» • FCL.705 «Privileges of a holder of a class or type rating» • The aim of the LAPL(H) training course is to train the applicant to the level for the issue of a LAPL(H) licence and to act as pilot in Command without remuneration on single-engine helicopters with a maximum certificated take-off mass of 2000 kg or less, carrying a maximum of 3 passengers, such that there are never more than 4 persons on board of the aircraft, engaged in non-commercial operations.	--
Pre-entry requirements	• FCL.100 «LAPL – Minimum age»	--
Credits	• FCL.110 «LAPL – Crediting for the same aircraft category» • FCL.110.H «LAPL(H) – Experience requirements and crediting»	• AMC1 FCL.110.H «LAPL(H) – Experience requirements and crediting»
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences» • FCL.110.H «LAPL(H) – Experience requirements and crediting»	• AMC1 FCL.115; FCL.120 «LAPL training course and theoretical knowledge examination» • AMC1 FCL.210; FCL.215 «Syllabus of theoretical knowledge of PPL(A) and PPL(H)»
Theoretical knowledge	• FCL.115 «Training course» • FCL.120 «Theoretical knowledge examination»	
Flying training	• FCL.115 «Training course» • FCL.110.H «LAPL(H) – Experience requirements and crediting»	• AMC2 FCL.115 «LAPL(H) – Training course»

Note: FOCA provides a LAPL(H) syllabus template.

5.1.1.3 Light Aircraft Pilot Licence LAPL(S)

RB 5.1.1.3 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.020	FCL.025	FCL.100	FCL.105	FCL.110
	FCL.115	FCL.120	FCL.105.S	FCL.110.S	FCL.130.S
5-TMAPP-425 Ch.-OM Ch.-Seq.-No.	ORA.ATO.125 LEGAL REFERENCE				
	Appendix xy «Light aircraft pilot licence syllabus LAPL(S)» MANUAL REFERENCE				

APP: The LAPL(S) training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

LAPL(S) Training Course

Note: Category of licence LAPL(S) has been withdrawn by EC 2020/359. Refer to the applicable licence category as specified in CL 5 Appendix, Chapter 5.1.3 «Sail Plane Pilot Licence SPL».

5.1.1.4 Light Aircraft Pilot Licence LAPL(B)

RB 5.1.1.4 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.020	FCL.025	FCL.100	FCL.105	FCL.110
5-TMAPP-430 Ch.-OM Ch.-Seq.-No.	FCL.115 LEGAL REFERENCE	FCL.120	FCL.105.B	FCL.110.B	ORA.ATO.125
	Appendix xy «Light aircraft pilot licence syllabus LAPL(B)» MANUAL REFERENCE				

APP: The LAPL(B) training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

LAPL(B) Training Course

Note: Category of licence LAPL(B) has been withdrawn by EC 2020/359. Refer to the applicable licence category as specified in CL 5 Appendix, Chapter 5.1.4 «Balloon Pilot Licence BPL».

5.1.2 Private Pilot Licence PPL

Ch. 5.1.2 ISS1 / REV3 / 23.01.2018

5.1.2.1 Private Pilot Licence PPL(A)

RB 5.1.2.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.020	FCL.025	FCL.200	FCL.205	FCL.210
	FCL.215	FCL.235	FCL.205.A	FCL.210.A	ORA.ATO.125
	LEGAL REFERENCE				
5-TMAPP-435 Ch.-OM Ch.-Seq.-No.	Appendix xy «Private pilot licence syllabus PPL(A)» MANUAL REFERENCE				

APP: The PPL(A) training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Does the flight instruction include air exercises covering navigation in mountainous area?
- ☐ Is there a statement that the medical certificate must be obtained before first solo flight?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

PPL(A) Training Course

- For the development of the PPL(A) syllabus the following applies:

Special considerations	• The air exercises specified in AMC 1 FCL.210 may be arranged into training stages/phases and arranged in an instructional sequence guide; • Progress tests/checks are typically conducted prior to the Part FCL examination, first solo flight, first cross country flight and prior to the skill test; • The Part FCL theoretical knowledge examination has to be sat with FOCA. • Due to the mountainous terrain of Switzerland FOCA strongly recommends to include at least two air exercises covering «navigation in mountainous area» in the flight instruction of the PPL syllabus. This may include the crossing of the main ridge of the Alps, north and/or south. The first flight session in mountainous area may be placed after the solo flight and the second during the completion of the en route navigation exercises.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• FCL.205.A «PPL(A) – Privileges» • The aim of the PPL Training Course is to train the applicant to the level for the issue of a PPL licence and to act as Pilot in Command without remuneration or co-pilot on Aeroplanes or touring	--

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
	motor gliders engaged in non-commercial operations.	
Pre-entry requirements	• FCL.200 «Minimum age»	--
Credits	• FCL.210.A «PPL(A) - Experience requirements and crediting»	--
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences» • FCL.210.A «PPL(A) – Experience requirements and crediting»	• AMC1 FCL.210; FCL.215 «Training course and theoretical knowledge examination»
Theoretical knowledge	• FCL.210 «Training course» • FCL.215 «Theoretical knowledge examinations»	
Flying training	• FCL.210 «Training course» • FCL.210.A «PPL(A) – Experience requirements and crediting»	• AMC1 FCL.210 «PPL(A) – Training course»

Note: Swiss Power Flying Federation (Motorflugverband der Schweiz MFVS) provides a PPL syllabus template for flight instruction.

5.1.2.2 Private Pilot Licence PPL(H)

RB 5.1.2.2 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.020	FCL.025	FCL.200	FCL.205	FCL.210
5-TMAPP-436 Ch.-OM Ch.-Seq.-No.	FCL.215	FCL.235	FCL.205.H	FCL.210.H	Part-FCL Appendix 9
	ORA.ATO.125 LEGAL REFERENCE				
	Appendix xy «Private pilot licence syllabus PPL(H)» MANUAL REFERENCE				

APP: The PPL(H) training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Does the flight instruction include air exercises covering navigation in mountainous area?
- ☐ Is there a statement that the medical certificate must be obtained before first solo flight?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- Students not holding the type rating of the helicopter used for training shall complete the relevant type rating syllabus during the PPL(H) training. In this case, the training must meet the requirements of the PPL(H), as well as the requirements of the relevant type rating.Upon completion of a PPL(H) skill test, the applicant will receive a PPL(H) including a type rating for the type used, if applicable.
- All mandatory elements of the Operational Suitability Data (OSD), specifically theoretical knowledge instruction and flying training, must be included in the training.

PPL(H) Training Course

- For the development of the PPL(H) syllabus the following applies:

Special considerations	• The air exercises specified in AMC2 FCL.210 may be arranged into training stages/phases and arranged in an instructional sequence guide; • Progress tests/checks are typically conducted prior to the Part FCL examination, first solo flight, first cross country flight and prior to the skill test; • FOCA examinations: - The Part FCL theoretical knowledge examination has to be sat with FOCA; - Skill test. • Type rating examination, if applicable: - Refer to the applicable type rating syllabus.

	• Due to the mountainous terrain of Switzerland FOCA strongly recommends to include at least two air exercises covering «navigation in mountainous area» in the flight instruction of the PPL syllabus. This may include the crossing of the main ridge of the Alps, north and/or south. The first flight session in mountainous area may be placed after the solo flight and the second during the completion of the en route navigation exercises.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• FCL.205.H «PPL(H) – Privileges» • FCL.705 «Privileges of a holder of a class or type rating» • The aim of the PPL Training Course is to train the applicant to the level for the issue of a PPL licence and to act as Pilot in Command without remuneration or co-pilot on helicopters engaged in non-commercial operations and to train the applicant to the level to act as a pilot on the type of helicopter specified in the rating.	--
Pre-entry requirements	• FCL.200 «Minimum age»	--
Credits	• FCL.210.H «PPL(H) – Experience requirements and crediting»	--
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences» • FCL.210.H «PPL(H) – Experience requirements and crediting»	• AMC1 FCL.210; FCL.215 «Training course and theoretical knowledge examination»
Theoretical knowledge	• FCL.210 «Training course» • FCL.215 «Theoretical knowledge examinations»	
Flying training	• FCL.210 «Training course» • FCL.210.H «PPL(H) – Experience requirements and crediting»	• AMC2 FCL.210 «PPL(H) – Training course»

Note: FOCA provides a PPL(H) syllabus template.

5.1.3 **Sail Plane Pilot Licence SPL** RB 5.1.3 ISS1 / REV5 / 23.02.2021 / APP					M/CC EVALUATION METHOD
TM CL TOPIC	SFCL.115	SFCL.120	SFCL.125	SFCL.130	SFCL.135
5-TMAPP-440 Ch.-OM Ch.-Seq.-No.	SFCL.140 LEGAL REFERENCE	SFCL.145	SFCL.150	ORA.ATO.125	
	Appendix xy «Sail plane pilot licence syllabus SPL» MANUAL REFERENCE				

APP: The SPL training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Does the flight instruction include air exercises covering navigation in mountainous area?
- ☐ Is there a statement that the medical certificate must be obtained before first solo flight?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

SPL Training Course

- For the development of the SPL syllabus the following applies:

Special considerations	• The air exercises specified in AMC2 SFCL.130 may be arranged into training stages/phases and arranged in an instructional sequence guide; • Progress tests/checks are typically conducted prior to the Part SFCL examination, first solo flight and prior to the skill test; • At least the exercises 1 to 12 have to be completed before the first solo flight; • The Part SFCL theoretical knowledge examination has to be sat with FOCA. • Due to the mountainous terrain of Switzerland, FOCA strongly recommends to include at least two air exercises covering «navigation in mountainous area» in the flight instruction of the SPL syllabus. This may include the crossing of the main ridge of the Alps, north and/or south. The first flight session in mountainous area may be placed after the solo flight and the second during the completion of the en route navigation exercises.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• SFCL.115 «SPL – Privileges and conditions» • The aim of the SPL Training Course is to train the applicant to the level for the issue of a SPL licence and to act as Pilot in Command without remuneration on sailplanes and powered sailplanes	--

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
	engaged in non-commercial operations.	
Pre-entry requirements	• SFCL.120 «SPL – Minimum age»	--
Credits	• SFCL.130 «SPL – Training course and experience requirements» • SFCL.140 «SPL – Crediting of theoretical knowledge»	--
Constraints and provisions related to time	• SFCL.125 «SPL – Student pilot» • SFCL.135 «SPL – Theoretical knowledge examination» • SFCL.130 «SPL – Training course and experience requirements»	• AMC1 SFCL.130 «Theoretical knowledge instruction for the SPL» • AMC3 SFCL.130 «Training elements for the initial issue of an SPL with TMG privileges» • AMC1 SFCL.150(b) «Extension to TMG privileges»
Theoretical knowledge	• SFCL.130 «SPL – Training course and experience requirements» • SFCL.135 «SPL – Theoretical knowledge examination»	
Flying training	• SFCL.130 «SPL – Training course and experience requirements»	• AMC2 SFCL.130 «Flight instruction for the SPL» • AMC3 SFCL.130 «Training elements for the initial issue of an SPL with TMG privileges» • AMC1 SFCL.150(b) «Extension to TMG privileges»

Note: Swiss Sail Flight Federation (Segelflugverband der Schweiz SFVS) provides a SPL syllabus template.

5.1.4 **Balloon Pilot Licence BPL** RB 5.1.4 ISS1 / REV5 / 23.02.2021 / APP					M/CC EVALUATION METHOD
TM CL TOPIC	BFCL.125	BFCL.135	BFCL.120	BFCL.130	BFCL.135
5-TMAPP-445 Ch.-OM Ch.-Seq.-No.	BFCL.145 LEGAL REFERENCE	BFCL.115	BFCL.140	ORA.ATO.125	
	Appendix xy «Balloon pilot licence syllabus BPL» MANUAL REFERENCE				

APP: The BPL training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Is there a statement that the medical certificate must be obtained before first solo flight?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

BPL Training Course

- For the development of the BPL syllabus the following applies:

Special considerations	• The air exercises specified in AMC2 BFCL.130 may be arranged into training stages/phases and arranged in an instructional sequence guide. • Progress tests/checks are typically conducted prior to the Part BFCL examination, first solo and prior to the skill test; • The Part BFCL theoretical knowledge examination has to be sat with FOCA.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• BFCL.115 «BPL – Privileges and conditions» • The aim of the BPL Training Course is to train the applicant to the level for the issue of a BPL licence and to act as Pilot in Command without remuneration on hot-air balloons or hot-air airships engaged in non-commercial operations.	--
Pre-entry requirements	• BFCL.120 «BPL – Minimum age»	--
Credits	• BFCL.130 «BPL – Training course and experience requirements» • BFCL.140 «BPL – Crediting of theoretical knowledge»	--
Constraints and provisions related to time	• BFCL.125 «BPL – Student Pilot»	

	• BFCL.135 «BPL – Theoretical knowledge examination» • BFCL.130 «BPL – Training course and experience»	• AMC1 BFCL.130 «Theoretical knowledge instruction for the BPL»
Theoretical knowledge	• BFCL.130 «BPL – Training course and experience» • BFCL.135 «BPL – Theoretical knowledge examination»	
Flying training	• BFCL.130 «BPL – Training course and experience»	• AMC2 BFCL.130 «Flight instruction for the BPL»

Note: Swiss Balloon Flight Federation (Schweizerischer Ballonverband SBAV) provides a BPL syllabus template of flight instruction.

5.1.5 Commercial Pilot Licence CPL

Ch. 5.1.5 ISS1 / REV4 / 22.10.2019

5.1.5.1 Commercial Pilot Licence CPL(A)

RB 5.1.5.1 ISS1 / REV7 / 28.06.2022 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.020	FCL.025	FCL.305	FCL.310	FCL.315
5-TMAPP-450 Ch.-OM Ch.-Seq.-No.	FCL320 LEGAL REFERENCE	FCL.325.A	Part FCL Appendix 3		ORA.ATO.125
	Appendix xy «Commercial pilot licence syllabus CPL(A)» MANUAL REFERENCE				

APP: The CPL(A) training course is an element of the ATO certificate attachment and requires prior approval.

APP: The media used for theoretical knowledge instruction requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the course, whether by modular or integrated method, comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the applicable teaching/course materials specified?
- ☐ CPL modular course:
  - ☐ Are the prerequisites defined and are they complete and accurate?
  - ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
  - ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
  - ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ CPL integrated and CPL/IR integrated courses:
  - ☐ Are the prerequisites defined and are they complete and accurate?
  - ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
  - ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
  - ☐ Is the flying instruction divided into four phases?
  - ☐ Is the content for each phase complete and does it contain all exercises, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Commercial Pilot Licence (CPL) training courses may be provided by one of the following methods:

Training course for the issue of a Commercial Pilot Licence (CPL)		Condition and requirements
CPL modular	• Course for the purpose of achieving the CPL gradually counting training for the higher category of licence as a separate module. • Before commencing a CPL modular course, an applicant shall already be holder of a Private Pilot Licence (PPL).	• Part FCL Appendix 3 **E** «CPL modular course – aeroplanes» • Part FCL AMC2 to Appendix 3; AMC1 to Appendix 5
CPL integrated	• Course for the purpose of achieving the category of the CPL in one continuous course of training following a structured programme within a set time frame from the very beginning. • The training for gaining the Instrument Rating (IR) may be integrated. • The programme may also be entered as a holder of a PPL.	• Part FCL Appendix 3 **D** «CPL integrated course – aeroplanes» • Part FCL AMC2 to Appendix 3; AMC1 to Appendix 5
CPL/IR integrated		• Part FCL Appendix 3 **C** «CPL/IR integrated course – aeroplanes» • Part FCL AMC2 to Appendix 3; AMC1 to Appendix 5

CPL(A) Modular Course

- For the development of the CPL modular syllabus the following applies:

Special considerations	• Area 100 KSA is to be integrated in the CPL training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • Progress tests/checks are typically conducted prior to the Part FCL examination and prior to the skill test. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **E** «CPL modular course – aeroplanes»	--
Pre-entry requirements	• FCL.300 • Part FCL Appendix 3 **E** «CPL modular course – aeroplanes»	--
Credits	• Part FCL Appendix 3 **E** «CPL modular course – aeroplanes»	--
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and an ATPL»
Theoretical knowledge	• FCL.310 «CPL – Theoretical knowledge examinations» • FCL.315 «CPL – training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b) ; FCL.835(d)
Flying training	--	• AMC1 to Appendix 3 **E** «CPL modular course: aeroplanes» • AMC2 to Appendix 3; AMC1 to Appendix 5

CPL(A) Integrated Course

- For the development of the CPL integrated syllabus the following applies:

Special considerations	• Area 100 KSA is to be included in the CPL integrated training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • The content of the theoretical knowledge instruction is the same as required for the CPL modular course. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)»The flying training is divided into four phases not including a type rating training.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **D** «CPL integrated course – aeroplanes»	--
Pre-entry requirements	• FCL.300 • Part FCL Appendix 3 **D** «CPL integrated course – aeroplanes»	--
Credits	• Part FCL Appendix 3 **D** «CPL integrated course – aeroplanes»	--
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025."Theoretical knowledge examination for the issue of licences"	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and an ATPL»
Theoretical knowledge	• FCL.310 «CPL – Theoretical knowledge examinations» • FCL.315 «CPL – training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d)
Flying training	• Part FCL Appendix 4 «Skill test for the issue of a CPL»	• AMC1 to Appendix 3 **D** «CPL integrated course: aeroplanes» • AMC2 to Appendix 3; AMC1 to Appendix 5

CPL/IR(A) Integrated Course

- For the development of the CPL/IR(A) integrated syllabus the following applies:

Special considerations	• Area 100 KSA is to be included in the CPL/IR integrated training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • The content of the theoretical knowledge instruction is the same as required for the CPL modular course. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)». • The flying training is divided into four phases not including a type rating training. • As an additional reference for the IR exercises in phase 4 of the flying training, the provision of the instrument rating instructor course may be used (refer to AMC 1 FCL.930). • The IR training does not include specific training for low visibility operation (LVO) and performance based navigation (PBN) as specified in air operations annex 5 (specific approval – part SPA).

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **C** «CPL/IR integrated course – aeroplanes»	--
Pre-entry requirements	• FCL.300 • Part FCL Appendix 3 **C** «CPL/IR integrated course – aeroplanes»	--
Credits	• Part FCL Appendix 3 **C** «CPL/IR integrated course – aeroplanes»	--
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and an ATPL»
Theoretical knowledge	• FCL.310 «CPL – Theoretical knowledge examinations» • FCL.315 «CPL – training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 3 **C** «CPL/IR integrated course: aeroplanes»
Flying training	• Part FCL Appendix 4 «Skill test for the issue of a CPL» • Part FCL Appendix 9 «Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs»	• AMC1 to Appendix 3 **C** «CPL/IR integrated course: aeroplanes» • AMC2 to Appendix 3; AMC1 to Appendix 5

Guidance on the distribution and allocation of time constraints

- For the development of the theoretical knowledge instruction syllabus the following guidance for the time constraints applies:

		Training course method		
		integrated		modular
		CPL/IR	**CPL**	**CPL**
Subject		minimum hours for each subject are		
010	Air law	25	18	13
020	Aircraft general knowledge	75	53	38
030	Flight performance and planning	80	56	40
040	Human performance and limitations	20	14	10
050	Meteorology	40	28	20
060	Navigation	55	39	28
070	Operational procedures	15	11	08
080	Principles of flight	35	25	18
090	Communications	15	11	08
Summary of the minimum hours per learning subject		360	255	183
Difference to the minimum hours required: • Amount of hours available which have to be divided individually between specific subjects. This is in order to gain the required learning objectives of the respective subject based on the instructional need and organisation experience.		140	95	67
Minimum hours required for theoretical knowledge instruction in total		**500**	**350**	**250**
Note: Minimum hours for each subject is calculated on the data as provided for the CPL/IR integrated course.				

- The minimum hours required may include different forms of instruction as defined in AMC1 to Appendix 3.

5.1.5.2 Commercial Pilot Licence CPL(H)

RB 5.1.5.2 ISS1 / REV7 / 28.06.2022 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.020	FCL.025	FCL.300	FCL.305	FCL.310
	FCL.315 LEGAL REFERENCE	FCL320	ORA.ATO.125	Part FCL Appendix 3	
5-TMAPP-451 Ch.-OM Ch.-Seq.-No.	Appendix xy «Commercial pilot licence syllabus CPL(H)» MANUAL REFERENCE				

APP: The CPL(H) training course is an element of the ATO certificate attachment and requires prior approval.

APP: The media used for theoretical knowledge instruction requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the course, whether by modular or integrated method, comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the applicable teaching/course materials specified?
- ☐ CPL modular course:
  - ☐ Are the prerequisites defined and are they complete and accurate?
  - ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
  - ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
  - ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ CPL integrated and CPL/IR integrated courses:
  - ☐ Are the prerequisites defined and are they complete and accurate?
  - ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
  - ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
  - ☐ Is the flying instruction divided into two phases for a CPL integrated and three phases for a CPL/IR integrated course?
  - ☐ Is the content for each phase complete and does it contain all exercises, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- Students not holding the type rating of the helicopter used for training shall complete the relevant type rating syllabus during the CPL(H) training. In this case, the training must meet the requirements of the CPL(H), as well as the requirements of the relevant type rating. Upon completion of a CPL(H) skill test, the applicant will receive a CPL(H) including a type rating for the type used, if applicable.
- All mandatory elements of the Operational Suitability Data (OSD), specifically theoretical knowledge instruction and flying training, must be included in the training.

- Commercial Pilot Licence (CPL) training courses may be provided by one of the following methods:

Training course for the issue of a Commercial Pilot Licence (CPL)		Condition and requirements
CPL modular	• Course for the purpose of achieving the CPL gradually counting training for the higher category of licence as a separate module. • Before commencing a CPL modular course, an applicant shall already be holder of a Private Pilot Licence PPL(H).	• Part FCL Appendix 3 **K** «CPL modular course – helicopters»
CPL integrated	• Course or the purpose of achieving the category of the CPL in one continuous course of training following a structured programme within a set time frame from the very beginning. • The training for gaining the Instrument Rating (IR) may be integrated. • The programme may also be entered as a holder of a PPL(H).	• Part FCL Appendix 3 **J** «CPL integrated course – helicopters»
CPL/IR integrated		• Part FCL Appendix 3 **I** «CPL/IR integrated course – helicopters»

CPL(H) Modular Course

- For the development of the CPL modular syllabus the following applies:

Special considerations	• Area 100 KSA is to be integrated in the CPL training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • Progress tests/checks are typically conducted prior to the Part FCL examination and prior to the skill test. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • Type rating examination, if applicable: - Refer to the applicable type rating syllabus. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **K** «CPL modular course – helicopters»	--
Pre-entry requirements	• FCL.300 • Part FCL Appendix 3 **K** «CPL modular course – helicopters»	--
Credits	• Part FCL Appendix 3 **K** «CPL modular course – helicopters»	--
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and an ATPL»
Theoretical knowledge	• FCL.310 «CPL – Theoretical knowledge examinations» • FCL.315 «CPL – training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d)
Flying training	• Part FCL Appendix 3 **K** «CPL modular course – helicopters»	• AMC1 to Appendix 3 **K** «CPL modular course: helicopters»

CPL(H) Integrated Course

- For the development of the CPL integrated syllabus the following applies:

Special considerations	• Area 100 KSA is to be included in the CPL integrated training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • Progress tests/checks are typically conducted prior to the Part FCL examination and prior to the skill test. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • Type rating examination: - Refer to the applicable type rating syllabus. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **J** «CPL integrated course – helicopters»	--
Pre-entry requirements	• FCL.300 • Part FCL Appendix 3 **J** «CPL integrated course – helicopters»	--
Credits	• Part FCL Appendix 3 **J** «CPL integrated course – helicopters»	--
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and an ATPL»
Theoretical knowledge	• FCL.310 «CPL – Theoretical knowledge examinations» • FCL.315 «CPL – training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d)
Flying training	• Part FCL Appendix 3 **J** «CPL integrated course – helicopters»	• AMC1 to Appendix 3 **J** «CPL integrated course: helicopters»

CPL/IR(H) Integrated Course

- For the development of the CPL/IR(H) integrated syllabus the following applies:

Special considerations	• Area 100 KSA is to be included in the CPL/IR integrated training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • Progress tests/checks are typically conducted prior to the Part FCL examination and prior to the skill test. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • Type rating examination: - Refer to the applicable type rating syllabus. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)». • The flying training is divided into three phases not including a type rating training. • As an additional reference for the IR exercises in phase 3 of the flying training, the provision of the instrument rating instructor course may be used (refer to AMC 1 FCL.930). • The IR training does not include specific training such as low visibility operation (LVO) as specified in air operations annex 5 (specific approval – part SPA).

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **I** «CPL/IR integrated course – helicopters»	--
Pre-entry requirements	• FCL.300 • Part FCL Appendix 3 **I** «CPL/IR integrated course – helicopters»	--
Credits	• Part FCL Appendix 3 **I** «CPL/IR integrated course – helicopters»	--
Constraints and provisions related to time	• FCL.020 «Student Pilot» • FCL.025 «Theoretical knowledge examination for the issue of licences»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and an ATPL»
Theoretical knowledge	• FCL.310 «CPL – Theoretical knowledge examinations» • FCL.315 «CPL – training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 3 **I** «CPL/IR integrated course: helicopters»
Flying training	• Part FCL Appendix 9 «Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs»	• AMC1 to Appendix 3 **I** «CPL/IR integrated course: helicopters»

Guidance on the distribution and allocation of time constraints

- For the development of the theoretical knowledge instruction syllabus the following guidance for the time constraints applies:
  - The minimum hours per subject of the integrated courses are mandatory.
  - The minimum hours per subject of the modular courses are guidance only.

		Training course method		
		integrated		modular
		CPL/IR	**CPL**	**CPL**
Subject		minimum hours for each subject are		
010	Air law	25	18	13
020	Aircraft general knowledge	75	53	38
030	Flight performance and planning	80	56	40
040	Human performance and limitations	20	14	10
050	Meteorology	40	28	20
060	Navigation	55	39	28
070	Operational procedures	15	11	08
080	Principles of flight	35	25	18
090	Communications	15	11	08
Summary of the minimum hours per learning subject		360	255	183
Difference to the minimum hours required: • Amount of hours available which have to be divided individually between specific subjects. This is in order to gain the required learning objectives of the respective subject based on the instructional need and organisation experience.		140	95	67
Minimum hours required for theoretical knowledge instruction in total		**500**	**350**	**250**
Note: Minimum hours for each subject is calculated on the data as provided for the CPL/IR integrated course.				

- The minimum hours required may include different forms of instruction as defined in AMC1 to Appendix 3.

5.1.6 Multi Crew Pilot Licence MPL

RB 5.1.6 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.400.A Part FCL Appendix 5 ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-455 Ch.-OM Ch.-Seq.-No.	Appendix xy «Multi crew pilot licence syllabus MPL(A)» MANUAL REFERENCE

APP: The MPL training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are the theoretical knowledge instruction minimum hours at least 750 hours?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Is the flying instruction divided into four phases?
- ☐ Does a continuous evaluation process of the training syllabus exist?
- ☐ Does a continuous assessment of the student following the syllabus exist?
- ☐ Are UPRT theoretical knowledge and flight instruction elements related to the relevant class or type defined?
  - ☐ Is the FFS used qualified for this training?
- ☐ Is the «Advanced UPRT course – aeroplanes» defined?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

MPL Training Course

- For the development of the MPL syllabus the following applies:

Special considerations	• Area 100 KSA is to be integrated in the MPL training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • Only ab-initio applicants shall be admitted to the course. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 5 «Integrated MPL training course»	• GM1 to Appendix 5 «Integrated MPL training course»
Pre-entry requirements	• FCL.400.A «MPL – Minimum age» • Part FCL Appendix 5 «Integrated MPL training course»	--

Credits	• --	--
Constraints and provisions related to time	• Part FCL Appendix 5 «Integrated MPL training course»	• GM1 to Appendix 5 «Integrated MPL training course»
Theoretical knowledge	• Part FCL Appendix 5 «Integrated MPL training course»	• GM1 to Appendix 5 «Integrated MPL training course»
Flying training	• Part FCL Appendix 5 «Integrated MPL training course»	• GM1 to Appendix 5 «Integrated MPL training course» • AMC2 to Appendix 3; AMC1 to Appendix 5 • AMC1 FCL.745.A • GM1 FCL.745.A

Guidance on the distribution and allocation of time constraints

- For the development of the theoretical knowledge instruction syllabus of a MPL training course the guidance for the ATPL integrated course applies.
- The minimum hours required may include different forms of instruction as defined in AMC1 to Appendix 3.

5.1.7 Airline Transport Pilot Licence ATPL

Ch. 5.1.7 ISS1 / REV4 / 20.10.2019

5.1.7.1 Airline Transport Pilot Licence ATPL(A)

RB 5.1.7.1 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.025	FCL.500	FCL.505	FCL.515	FCL.505.A	ORA.ATO.125
5-TMAPP-460 Ch.-OM Ch.-Seq.-No.	FCL.510.A LEGAL REFERENCE	FCL.520.A	Part FCL Appendix 3 & 9			
	Appendix xy «Airline transport pilot licence syllabus ATPL(A)» MANUAL REFERENCE					

APP: The ATP training course is an element of the ATO certificate attachment and requires prior approval;

APP: The media used for theoretical knowledge instruction requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the ATP course, modular or integrated method, comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the applicable teaching/course materials specified?
- ☐ ATP modular course:
  - ☐ Are the prerequisites defined and are they complete and accurate?
  - ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
  - ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
- ☐ ATP integrated courses:
  - ☐ Are the prerequisites defined and are they complete and accurate?
  - ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
  - ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
  - ☐ Is the flying instruction divided in six phases?
  - ☐ Is the content for each phase complete and does it contain all exercises, including conditions and minimum hours?
  - ☐ Is the «Advanced UPRT course – aeroplanes» defined?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Airline Transport Pilot Licence (ATPL) training courses may be provided by one of the following methods:

Training course for the issue of an Airline Transport Pilot Licence (ATPL)		**Condition and requirements**
ATP modular	• Course for the purpose of achieving the ATPL gradually counting training for the higher category of licence as a separate module. • Before commencing an ATP modular course, an applicant shall already be holder of a Private Pilot Licence (PPL).	• Part FCL Appendix 3 **B** «ATP modular course – aeroplanes»

ATP integrated	• Course for the purpose to achieve the category of the ATPL in one continuous course of training following a structured programme within a set time frame from the very beginning. • The training for gaining the Commercial Pilot Licence (CPL) and the Instrument Rating (IR) are integrated parts. • The programme may also be entered as a holder of a PPL.	• Part FCL Appendix 3 **A** «ATP integrated course – aeroplanes» • AMC2 to Appendix 3; AMC1 to Appendix 5

ATP Modular Course

- For the development of the ATP modular syllabus the following applies:

Special considerations	• Area 100 KSA is to be integrated in the ATPL training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • A progress test is typically conducted prior to the Part FCL examination. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **A** «ATP integrated course – aeroplanes»	--
Pre-entry requirements	• FCL.500 «ATPL(A) – Minimum age» • Part FCL Appendix 3 **B** «ATP modular course – aeroplanes»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Credits	• FCL.510.A «ATPL(A) – Prerequisites, experience and crediting» • Part FCL Appendix 3 **B** «ATP modular course – aeroplanes»	--
Constraints and provisions related to time	• Part FCL Appendix 3 **B** «ATP modular course – aeroplanes»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL» • AMC1 to Appendix 3 **B**. «ATP modular course: aeroplanes»
Theoretical knowledge	• FCL.515 «ATPL(A) – Training course and theoretical knowledge examination»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Flying training	--	--

Guidance on the distribution and allocation of time constraints

- For the development of the theoretical knowledge instruction syllabus for an ATP modular course the following guidance for the time constraints applies:

		For applicants holding a			
		PPL	**IR**	**CPL**	**CPL/IR**
Subject		minimum hours for each subject are			
010	Air law	30	23	19	12
020	Aircraft general knowledge	87	67	53	33
030	Flight performance and planning	104	80	64	40
040	Human performance and limitations	30	23	19	12
050	Meteorology	52	40	32	20
060	Navigation	78	60	48	30
070	Operational procedures	22	17	13	08
080	Principles of flight	48	37	29	18
090	Communications	17	13	11	07
Summary of the minimum hours per learning subject		468	360	288	180
Difference to the minimum hours required: • Amount of hours available which have to be divided individually between specific subjects. This is in order to gain the required learning objectives of the respective subject based on the instructional need and organisation experience.		182	140	112	70
Minimum hours required for theoretical knowledge instruction in total		**650**	**500**	**400**	**250**
Note: Minimum hours for each subject is calculated on the data as provided for the ATP integrated course.					

- The minimum hours required may include different forms of instruction as defined in AMC1 to Appendix 3.

ATP Integrated Course

- For the development of the ATP integrated syllabus the following applies:

Special considerations	• Area 100 KSA is to be included in the ATP integrated training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)». • The Part FCL theoretical knowledge examination has to be sat with FOCA. • The flying training is divided into six phases not including a type rating training.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **A** «ATP integrated course – aeroplanes»	--
Pre-entry requirements	• FCL.500 «ATPL(A) – Minimum age» • Part FCL Appendix 3 **A** «ATP integrated course – aeroplanes»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Credits	• FCL.510.A «ATPL(A) – Prerequisites, experience and crediting» • Part FCL Appendix 3 **A** «ATP integrated course – aeroplanes»	--
Constraints and provisions related to time	• Part FCL Appendix 3 **A** «ATP integrated course – aeroplanes»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL» • AMC1 to Appendix 3 **A**. «ATP integrated course: aeroplanes»
Theoretical knowledge	• FCL.515 «ATPL(A) – Training course and theoretical knowledge examination»	• AMC 1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Flying training	• Part FCL Appendix 9	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL» • AMC2 to Appendix 3; AMC1 to Appendix 5 • AMC1 FCL.745.A • GM1 FCL.745.A

5.1.7.2 Airline Transport Pilot Licence ATPL(H)

RB 5.1.7.2 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.025	FCL.500	FCL.505	FCL.515	ORA.ATO.125
5-TMAPP-461 Ch.-OM Ch.-Seq.-No.	FCL.510.H	FCL.520.H	Part FCL Appendix 3 & 9		
	LEGAL REFERENCE				
	Appendix xy «Airline transport pilot licence syllabus ATPL(H)» MANUAL REFERENCE				

APP: The ATP training course is an element of the ATO certificate attachment and requires prior approval;

APP: The media used for theoretical knowledge instruction requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the ATP course, modular or integrated method, comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the applicable teaching/course materials specified?
- ☐ ATP modular course:
  - ☐ Are the prerequisites defined and are they complete and accurate?
  - ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
  - ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
- ☐ ATP integrated courses and ATP/IR integrated courses:
  - ☐ Are the prerequisites defined and are they complete and accurate?
  - ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
  - ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
  - ☐ Is the flying instruction divided into three phases for a ATP integrated and four phases for a ATP/IR integrated course?
  - ☐ Is the content for each phase complete and does it contain all exercises, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- Students not holding the type rating of the helicopter used for training shall complete the relevant type rating syllabus during the ATPL(H) training. In this case, the training must meet the requirements of the ATPL(H), as well as the requirements of the relevant type rating. Upon completion of a skill test, the applicant will receive the licence including a type rating for the type used, if applicable.
- All mandatory elements of the Operational Suitability Data (OSD), specifically theoretical knowledge instruction and flying training, must be included in the training.

- Airline Transport Pilot Licence (ATPL) training courses may be provided by one of the following methods:

Training course for the issue of an Airline Transport Pilot Licence (ATPL)		**Condition and requirements**
ATP modular	• Course for the purpose of achieving the ATPL gradually counting training for the higher category of licence as a separate module. • Before commencing an ATP modular course, an applicant shall already be holder of a Private Pilot Licence (PPL).	• Part FCL Appendix 3 **H** «ATP modular course – helicopters»
ATP integrated	• Course for the purpose of achieving the category of the ATPL in one continuous course of training following a structured programme within a set time frame from the very beginning. • The training for gaining the Commercial Pilot Licence (CPL). • Privileges limited to VFR. • The programme may also be entered as a holder of a PPL.	• Part FCL Appendix 3 **G** «ATP integrated course – helicopters»
ATP/IR integrated	• Course for the purpose of achieving the category of the ATPL in one continuous course of training following a structured programme within a set time frame from the very beginning. • The training for gaining the Commercial Pilot Licence (CPL) and the Instrument Rating (IR) are integrated parts. • The programme may also be entered as a holder of a PPL.	• Part FCL Appendix 3 **F** «ATP/IR integrated course – helicopters»

ATP Modular Course

- For the development of the ATP modular syllabus the following applies:

Special considerations	• Area 100 KSA is to be integrated in the ATP training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • Progress tests/checks are typically conducted prior to the Part FCL examination. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **H** «ATP modular theoretical knowledge course: Helicopters»	--
Pre-entry requirements	• FCL.500 «ATPL – Minimum age» • Part FCL Appendix 3 **H** «ATP modular theoretical knowledge course: Helicopters»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Credits	• FCL.510.H «ATPL(H) – Prerequisites, experience and crediting»	--

	• Part FCL Appendix 3 **H** «ATP modular theoretical knowledge course: Helicopters»	
Constraints and provisions related to time	• Part FCL Appendix 3 **H** «ATP modular theoretical knowledge course: Helicopters»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Theoretical knowledge	• FCL.515 «ATPL – Training course and theoretical knowledge examinations»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Flying training	--	--

Guidance on the distribution and allocation of time constraints

- The minimum hours required may include different forms of instruction as defined in AMC1 to Appendix 3.
- For the development of the theoretical knowledge instruction syllabus for an ATP/IR modular course the following guidance for the time constraints applies:

		For applicants holding a			
		PPL	**PPL/IR**	**CPL**	**CPL/IR**
Subject		minimum hours for each subject are			
010	Air law	30	23	19	12
020	Aircraft general knowledge	87	67	53	33
030	Flight performance and planning	104	80	64	40
040	Human performance and limitations	30	23	19	12
050	Meteorology	52	40	32	20
060	Navigation	78	60	48	30
070	Operational procedures	22	17	13	08
080	Principles of flight	48	37	29	18
090	Communications	17	13	11	07
Summary of the minimum hours per learning subject		477	468	360	288
Difference to the minimum hours required: • Amount of hours available which have to be divided individually between specific subjects. This is in order to gain the required learning objectives of the respective subject based on the instructional need and organisation experience.		173	182	140	112
Minimum hours required for theoretical knowledge instruction in total		**650**	**500**	**400**	**250**
Note: Minimum hours for each subject is calculated on the data as provided for the ATP integrated course.					

- For the development of the theoretical knowledge instruction syllabus for an ATP modular course (privileges limited to VFR) the following guidance for the time constraints applies:

		For applicants holding a	
		PPL	**CPL**
Subject		minimum hours for each subject are	
010	Air law	25	14
020	Aircraft general knowledge	76	42
030	Flight performance and planning	76	42
040	Human performance and limitations	25	14
050	Meteorology	42	23
060	Navigation	59	32
070	Operational procedures	17	09
080	Principles of flight	38	21
090	Communications	13	07
Summary of the minimum hours per learning subject		371	204
Difference to the minimum hours required: • Amount of hours available which have to be divided individually between specific subjects. This is in order to gain the required learning objectives of the respective subject based on the instructional need and organisation experience.		179	96
Minimum hours required for theoretical knowledge instruction in total		**550**	**300**
Note: Minimum hours for each subject is calculated on the data as provided for the ATP integrated course for helicopters.			

ATP Integrated Course

- For the development of the ATP integrated syllabus the following applies:

Special considerations	• Area 100 KSA is to be included in the ATP integrated training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General». • The Part FCL theoretical knowledge examination has to be sat with FOCA. • Type rating examination, if applicable: - Refer to the applicable type rating syllabus. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)». • The flying training is divided into three phases not including a type rating training. • Privileges limited to VFR.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **G** «ATP integrated course – helicopter»	--
Pre-entry requirements	• FCL.500 «ATPL – Minimum age» • Part FCL Appendix 3 **G** «ATP integrated course – helicopter»	--
Credits	• FCL.510.H «ATPL(H) – Prerequisites, experience and crediting» • Part FCL Appendix 3 **G** «ATP integrated course – helicopter»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Constraints and provisions related to time	• Part FCL Appendix 3 **G** «ATP integrated course – helicopter»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Theoretical knowledge	• FCL.515 «ATPL – Training course and theoretical knowledge examination»	• AMC 1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Flying training	• Part FCL Appendix 9	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»

ATP/IR Integrated Course

- For the development of the ATP integrated syllabus the following applies:

Special considerations	• Area 100 KSA is to be included in the ATP/IR integrated training course. Refer to CL OM/TM, Chapter 4.1.9.1 «Area 100 KSA – General» • The Part FCL theoretical knowledge examination has to be sat with FOCA. • Type rating examination, if applicable: - Refer to the applicable type rating syllabus. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)». • The flying training is divided into five phases not including a type rating training.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 3 **F** «ATP/IR integrated course – helicopters»	--
Pre-entry requirements	• FCL.500 «ATPL – Minimum age»	--
Credits	• FCL.510.H «ATPL(H) – Prerequisites, experience and crediting» • Part FCL Appendix 3 **F** «ATP/IR integrated course – helicopters»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Constraints and provisions related to time	• Part FCL Appendix 3 **F** «ATP/IR integrated course – helicopters»	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Theoretical knowledge	• FCL.515 «ATPL – Training course and theoretical knowledge examination»	• AMC 1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»
Flying training	• Part FCL Appendix 9	• AMC1 to Appendix 3 «Training courses for the issue of a CPL and ATPL»

5.2 Ratings and privileges
Ch. 5.2 ISS1 / REV5 / 23.02.2021

5.2.1 Instrument Rating IR
Ch. 5.2 1 ISS1 / REV4 / 22.10.2019

5.2.1.1 Instrument Rating IR(A)
RB 5.2.1.1 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.600	FCL.605	FCL.610	FCL.615
5-TMAPP-465 Ch.-OM Ch.-Seq.-No.	ORA.ATO.125 LEGAL REFERENCE			Part FCL Appendix 6
	Appendix xy «Instrument rating syllabus IR(A)» MANUAL REFERENCE			

APP: The IR training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Is the flying instruction divided in two modules?
- ☐ Is the content for each module complete and does it contain all exercises, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

IR Training Course

- For the development of the IR syllabus the following applies:

Special considerations	• Progress tests/checks are typically conducted prior to the Part FCL examination and prior to the skill test. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 6 **A** «IR(A) – Modular flying training course»	--
Pre-entry requirements	• FCL.610 «IR – Prerequisites and crediting» • Part FCL Appendix 6 **A** «IR(A) – Modular flying training course»	--

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Credits	• FCL.610 «IR – Prerequisites and crediting» • Part FCL Appendix 6 **A** «IR(A) – Modular flying training course»	--
Constraints and provisions related to time	• Part FCL Appendix 6 **A** «IR(A) – Modular flying training course»	• AMC2 to Appendix 6 «Modular training course for the IR»
Theoretical knowledge	• FCL.615 «IR – Theoretical knowledge and flight instruction» • Part FCL Appendix 6 **A** «IR(A) – Modular flying training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 6 «Modular training course for the IR»
Flying training	• Part FCL Appendix 6 **A** «IR(A) – Modular flying training course»	Basic flight module BIFM: • AMC2 to Appendix 6 «Modular training course for the IR» Procedural instrument flight module: • AMC1 FCL.930.IRI «IRI— Training course»

Guidance on the distribution and allocation of time constraints

- For the development of the theoretical knowledge instruction syllabus at an IR modular course the following guidance for the time constraints applies:

Subject		**minimum hours for each subject are**
010	Air law	12
020	Aircraft general knowledge	35
030	Flight performance and monitoring	38
040	Human performance	11
050	Meteorology	20
060	Radio navigation	26
090	Communications	08
Minimum hours required for theoretical knowledge instruction in total		**150**
Note: Minimum hours for each subject is calculated on the data as provided for the CPL/IR and CPL modular course.		

- The minimum hours required may include different forms of instruction as defined in AMC1 to Appendix 6.

5.2.1.2 Instrument Rating IR(H)

RB 5.2.1.2 ISS1 / REV7 / 28.06.2022 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.600	FCL.605	FCL.610	FCL.615
	ORA.ATO.125		FCL.630.H	Part FCL Appendix 6
	LEGAL REFERENCE			
5-TMAPP-466 Ch.-OM Ch.-Seq.-No.	Appendix xy «Instrument rating syllabus IR(H)» MANUAL REFERENCE			

APP: The IR training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
- ☐ Are all air exercises specified, including conditions and minimum hours, and is the content complete?

Extension of privileges of an IR(H) to further helicopter types

Refer to FOCA CL OM/TM, Chapter 5.2.4 «Class and Type Ratings CR/TR»

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

IR Training Course

- For the development of the IR syllabus the following applies:

Special considerations	• Progress tests/checks are typically conducted prior to the Part FCL examination and prior to the skill test. • Type rating examination, if applicable: - Refer to the applicable type rating syllabus. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 6 **B** «IR(H) – Modular flying training course»	--
Pre-entry requirements	• FCL.610 «IR – Prerequisites and crediting» • Part FCL Appendix 6 **B** «IR(H) – Modular flying training course»	--
Credits	• FCL.610 «IR – Prerequisites and crediting»	--

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
	• Part FCL Appendix 6 **B** «IR(H) – Modular flying training course»	
Constraints and provisions related to time	• Part FCL Appendix 6 **B** «IR(H) – Modular flying training course»	--
Theoretical knowledge	• FCL.615 «IR – Theoretical knowledge and flight instruction» • Part FCL Appendix 6 **B** «IR(H) – Modular flying training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 to Appendix 6 «Modular training course for the IR»
Flying training	• Part FCL Appendix 6 **B** «IR(H) – Modular flying training course»	• GM1 to Appendix 3; Appendix 6; FCL.735.H

Guidance on the distribution and allocation of time constraints

- For the development of the theoretical knowledge instruction syllabus at an IR modular course the following guidance for the time constraints applies:

Subject		**minimum hours for each subject are**
010	Air law	12
020	Aircraft general knowledge	35
030	Flight performance and monitoring	38
040	Human performance	11
050	Meteorology	20
060	Radio navigation	26
090	Communications	08
Minimum hours required for theoretical knowledge instruction in total		**150**
Note: Minimum hours for each subject is calculated on the data as provided for the CPL/IR and CPL modular course.		

- The minimum hours required may include different forms of instruction as defined in AMC1 to Appendix 6.

Extension of privileges of an IR(H) to further helicopter types

- Refer to FOCA CL OM/TM, Chapter 5.2.4 «Class and Type Ratings CR/TR»

5.2.1.3 Competency-based Modular Flying Training Course CB-IR

RB 5.2.1.3 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.600 FCL.610 FCL.615 Part FCL Appendix 6 ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-470 Ch.-OM Ch.-Seq.-No.	Appendix xy «Competency-based modular flying training course» MANUAL REFERENCE

APP: The competency-based modular flying training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Competency-Based Modular Flying Training Course

- For the development of the competency-based modular flying training course syllabus the following applies:

Special considerations	• The competency-based modular flying training course takes into account the prior instrument flight instruction and experience of PPL and CPL holders and can be designed individually to provide the level of proficiency needed to operate aeroplanes under IFR and in IMC. • Progress tests/checks are typically conducted prior to the Part FCL examination and prior to the skill test. • The Part FCL theoretical knowledge examination has to be sat with FOCA. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• Part FCL Appendix 6 **Aa** «Competency-based modular flying training course»	--
Pre-entry requirements	• FCL.610 «IR – Prerequisites and crediting» • Part FCL Appendix 6 **Aa** «Competency-based modular flying training course»	• AMC7 to Appendix 6 «Modular training courses for the IR»
Credits	• FCL.610 «IR – Prerequisites and crediting»	• AMC5 to Appendix 6 «Modular training course for the IR

Element of syllabus		IR Implementing Rules	AMC/GM Acceptable Means of Compliance/Guidance Material
		• Part FCL Appendix 6 **Aa** «Competency-based modular flying training course»	• AMC6 to Appendix 6 «Modular training course for the IR • AMC8 to Appendix 6 «Modular training course for the IR
Constraints and provisions related to time		• Part FCL Appendix 6 **Aa** «Competency-based modular flying training course»	• AMC2 to Appendix 6 «Modular training course for the IR»
Competency	Theoretical knowledge	• FCL.615 «IR – Theoretical knowledge and flight instruction» • Part FCL Appendix 6 **Aa** «Competency-based modular flying training course»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC3 to Appendix 6 «Modular training course for the IR»
	Flying training	• Part FCL Appendix 6 **Aa** «Competency-based modular flying training course»	• AMC4 to Appendix 6 «Modular training course for the IR»

Guidance on the distribution and allocation of time constraints

- For the development of the theoretical knowledge instruction syllabus at a Competency-based modular flying training course the following guidance for the time constraints applies:

Subject		minimum hours for each subject are
010	Air law	7
022	Aircraft general knowledge	18
033	Flight performance and monitoring	20
040	Human performance	6
050	Meteorology	10
062	Radio navigation	14
090	Communications	5
Minimum hours required for theoretical knowledge instruction in total		**80**
Note: Minimum hours for each subject is calculated on the data as provided for the IR modular course.		

- The minimum hours required may include different forms of instruction as defined in AMC3 to Appendix 6.

5.2.2 En Route Instrument Rating EIR

RB 5.2.2 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.600	FCL.610	FCL.615	FCL.825	Part FCL Appendix 6
5-TMAPP-475 Ch.-OM Ch.-Seq.-No.	ORA.ATO.125 LEGAL REFERENCE				
	Appendix xy «En route instrument rating (EIR)» MANUAL REFERENCE				

APP: The training course for an en route instrument rating (EIR) is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

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QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

En Route Instrument Rating Training Course

Note: Category of licence EIR has been withdrawn by EC 2020/359.

5.2.3 Basic instrument rating (BIR) RB 5.2.3 ISS1 / REV6 / 14.09.2021 / APP					M/CC EVALUATION METHOD
TM CL TOPIC	FCL.600	FCL.615	FCL.835	FCL.205.A	Part FCL Appendix 6
5-TMAPP-476 Ch.-OM Ch.-Seq.-No.	ORA.ATO.125 LEGAL REFERENCE				
	Appendix xy «Basic instrument rating (BIR)» MANUAL REFERENCE				

APP: The training course for a Basic instrument rating (BIR) is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Does the provided theoretical knowledge instruction include:
  - ☐ all of the learning objectives, as applicable to the module?
  - ☐ time allocation in total, and per learning subject?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all of the applicable modules for practical training specified?
  - ☐ Does the course include:
    - ☐ all modules, including module 4, multi-engine IFR flying training? or
    - ☐ modules 1 to 3 for single-engine IFR flying only?
  - ☐ Do the modules include all of the:
    - ☐ applicable learning objectives, as applicable to the module?
    - ☐ defined:
      - ☐ objectives?
      - ☐ skills?
      - ☐ knowledge?
      - ☐ attitude?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Basic Instrument Rating Training Course

- For the development of the basic instrument rating course syllabus the following applies:

Special considerations	• The Part FCL theoretical knowledge examination has to be sat with FOCA. • Theoretical knowledge exams may be sat all together before completing module 1 or one-by-one. • For detailed learning objectives for the theoretical knowledge instruction refer to AMC1 FCL.310; FCL.515(b); FCL.615(b); FCL.835(d) «Learning Objectives (LOs)». Consider that:

	- All LOs in the BIR Basic Knowledge (BK) and BIR exam column must be included in the training course. However, LOs that are indicated in the column BK only, will not be specifically addressed in a BIR theoretical knowledge examination. - Both columns includes a reference to the associated training module number. Some of these LOs are relevant for more than one training module. • The practical training consists of four modules: - Module 1 provides the foundation of instrument flying competencies; - Module 2 introduces 2D and 3D instrument approach procedures; - Module 3 includes en route flight under IFR; - Module 4 multi-engine IFR flying training module. • Module 1 is to be completed first, but the order in which Modules 2 and 3, and Module 4, if applicable, are completed is up to the student. • The BIR is entirely competency-based. AMC1 FCL.835 provides for each single module extensive guidance on the competencies required and how to assess them using the key competencies model of objective, skill knowledge and attitude. • It will be up to the training organisation / instructor to determine whether the competencies have been assimilated to the required standard before allowing the student to progress to the next module or skill test.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• The aim of the Basic Instrument Rating Training (BIR) is to train the applicant to the level for an instrument rating and to be able to conduct non-commercial flights under IFR on non-high-performance single-pilot class rating aeroplanes by day – and by night if the pilot holds a night rating.	--
Pre-entry requirements	• FCL.835 «Basic instrument rating (BIR)»	--
Credits	• FCL.835 (h) «Basic instrument rating (BIR)» • FCL.835 (j) «Basic instrument rating (BIR)»	--
Constraints and provisions related to time	• FCL.615 «IR – Theoretical knowledge and flight instruction»	--
Theoretical knowledge	• FCL.615 «IR – Theoretical knowledge and flight instruction» • FCL.835 «Basic instrument rating (BIR)»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b); FCL.835(d) • AMC1 FCL.615(b) «IR – Theoretical knowledge and flight instruction»
Flying training	• FCL.835 «Basic instrument rating (BIR)»	• AMC1 FCL.835 «Basic instrument rating (BIR)»

Guidance on the distribution and allocation of time constraints

- For the development of the theoretical knowledge instruction syllabus at a Basic Instrument Rating course the following guidance for the time constraints applies:

Subject		**recommended hours for each subject are**
010	Air law	7
022	Aircraft general knowledge	13
033	Flight performance and monitoring	20
040	Human performance	4
050	Meteorology	14
062	Radio navigation	14
090	Communications	6
Hours required for theoretical knowledge instruction in total		**78**
Note: Recommended hours for each subject is calculated on the data as provided for the IR modular course and proportionally reduced accordingly,		

5.2.4 Class and Type Ratings CR/TR

RB 5.2.3 ISS1 / REV8 / 30.05.2023 / APP

M/CC
EVALUATION METHOD

TM CL TOPIC	FCL.700	FCL.705	FCL.710	FCL.725	FCL.720.A/H
	FCL.725.A	FCL.730.A	FCL.735.A/H	FCL.745.A	Part FCL Appendix 9
5-TMAPP-480 Ch.-OM Ch.-Seq.-No.	FCL.630.H LEGAL REFERENCE	ORA.ATO.125	EU71/2014	EU748/2012	EU70/2014
	Appendix xy «Class rating training course syllabus CR» Appendix xy «Type rating training course syllabus TR» MANUAL REFERENCE				

APP: The CR/TR training course is an element of the ATO certificate attachment and requires prior approval.

APP: An AOC holder may be specifically approved to conduct flight training as a part of a Type Rating training course.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

General

- ☐ Is the Class/Type Rating training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus covering a:
  - ☐ complete type rating course; or
  - ☐ only elements thereof?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined?
- ☐ Is the media for theoretical knowledge instruction and the applicable teaching/course materials specified?
- ☐ Are all the required practical training subjects/exercises specified, including:
  - ☐ conditions and time constraints/minimum hours;
  - ☐ manoeuvers and procedures; and
  - ☐ the number and type of approaches/landings?
- ☐ Are OSD training elements, if available, included?
  - ☐ Not available?
- ☐ Are the type of the Part FCL theoretical knowledge examination and the related conditions specified?

Aeroplane (A)

- ☐ Are UPRT theoretical knowledge and flight instruction elements related to the relevant class or type defined, if applicable?
  - ☐ Is the FFS used qualified for this training, if applicable?
- ☐ Is the «Advanced UPRT course – aeroplanes» listed as pre-requisite, if applicable?

Helicopter (H)

Extension of privileges of an IR(H) to further helicopter types

☐ Is the IR(H) flight training relevant for the type rating, comprehensively defined?

☐ Are the relevant OSD training prerequisites and requirements/provisions, if applicable, fully implemented?

☐ Does the flight training comprising at least 2 hours, if not otherwise specified by the OSD, on the relevant type by sole reference to instruments

☐ Is the flight training conducted on:

- ☐ FFS C/D or FTD 2/3 representing the relevant type; and/or
- ☐ Helicopter.

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

General

- There is no contextual difference between a type rating and a class rating. Unless otherwise determined in the Operational Suitability Data (OSD), a class or type rating training course shall include all relevant theoretical knowledge instructions and flying training.
- Circumstances in which class or type ratings are required:

Class rating	Subpart H – «Class and type ratings» GM1.FCL 700
Type rating	Type Rating and Licence endorsement List http://easa.europa.eu/document-library/product-certification/typeratings-and-licence-endorsement-lists

- For additional theoretical knowledge for class or type rating for high performance single pilot aeroplanes refer to CL OM/TM, Chapter 5.2.3.5 «High Performance SP Aeroplanes (HPA VFR and IFR)».

Type rating training course

- Type rating courses for multi-pilot aeroplane (MPA) and multi-pilot helicopter (MPH) include the following elements:
  - Theoretical knowledge instruction;
  - Flight Simulation Training Device (FSTD) training; and
  - Flight training on the aircraft, except on aeroplanes for Zero Flight Time Training (ZFTT).
- The organisation may apply for the approval of a complete type rating course, or any elements thereof, and:
  - may contract elements to third party training organisations;
  - shall adapt the pre-entry requirements to the applied elements of the training course;
  - shall address all elements of a syllabus. There should be a statement «not applicable» in the not applied training elements;
  - will receive an approval certificate limited to the training course elements applied for.
- The amount of training required depends on the complexity of the aeroplane and the amount of flight training on the aeroplane depends on the qualification of the FSTD;
- When the type rating course has included less than 2 hours of flight training on the aircraft, the skill test may be conducted in an FFS and may be completed before the flight training on the aircraft.
- In the case of variants within a type rating training course, the differences training shall be included, as applicable.

- An initial type rating training course for MPA/MPH may include a multi-crew cooperation (MCC) training.
  - In this case also refer to CL OM/TM, Chapter 5.2.3.3 «Multi-Crew Cooperation Training Course MCC».
- Type rating training courses for aeroplanes in an FSTD can be conducted with or without zero flight time training (ZFTT).
  - In the case of ZFTT also refer to CL OM/TM, Chapter 5.2.3.2 «Zero Flight Time Training ZFTT»
- For provisions related to flight training (base training) on aeroplanes also refer to CL OM/TM, Chapter 5.2.3.1 «Flight Training on Aeroplane».
- Type rating training courses for single-pilot non-high-performance complex aeroplanes, single-pilot high-performance complex aeroplanes or multi-pilot aeroplanes shall include UPRT theoretical knowledge and flight instruction elements related to the specificities related to the class or type rating concerned.
- The «Advanced UPRT course – aeroplanes» is a pre-requisite for the first type rating course for either a single-pilot aeroplane operated in multi-pilot operations, single-pilot high-performance complex aeroplane, or multi-pilot aeroplane.

Type rating training and Operational Suitability Data (OSD)

- Part-21 specifies that manufacturers shall provide Operational Suitability Data (OSD) as a part of the certification process of an aircraft. Operational Suitability Data (OSD) are integrated into the aircraft type certification approval. In relation to flight crew training, data is provided for:
  - Type rating licence endorsement;
  - Training areas and elements for type rating courses;
  - Reduced type rating courses based on credit between aircraft types;
  - Differences courses;
  - EFB evaluation, LIFUS, other optional equipment, special procedures, etc.

  [on–line] Available (7.5.2015): http://annualghac.com/assets/pdf/Day%202/05%20Michel%20Masson.pdf
- The EASA Type Rating & Licence Endorsement Lists references to the Operational Evaluation Board (OEB) reports and to the Operational Suitability Data (OSD) Flight Crew where available. The Type Rating & Licence Endorsement Lists are published by EASA, one for helicopters and one for all other aircraft.

  [on–line] Available (7.5.2015): http://easa.europa.eu/document-library/product-certification/typeratings-and-licence-endorsement-lists

OSD available

- If OSD is available for the relevant type of aircraft, the applicant for a type rating training course shall comply with the OSD and with Air Crew Regulation, Annex 1, Part FCL as relevant for the concerned type rating.
- Mandatory and recommended training elements provided in the OSD should be the basis for developing type rating training courses. The organisation has to ensure that the data is integrated in the concerned type rating syllabus. Recommended parts of the OSD bear the status of an AMC (refer to AMC2 and AMC3 ORA.ATO.125).
- In the case of variants within a type rating, the differences or familiarisation training shall include the relevant elements defined in the operational suitability data.

OSD not available

- If OSD is not available for the relevant type of aircraft, the applicant for a type rating training course shall comply with Air Crew Regulation, Annex 1, Part FCL as relevant for the concerned type rating.

Note: For time constraints regarding type rating training courses approval, with or without relevant Operational Suitability Data, refer to (EU) No 70/2014.

Operational Evaluation Guidance Material (OE GM)

- Operational Evaluation Guidance Material (OE GM) is published to assist Competent Authorities, operators, training organisations, instructors and any other personnel involved in flight crew training and air operations, if developed by industry and/or EASA, where no OSD documents exist;
- The organisation shall ensure that the OE GM data are integrated in the concerned syllabus. However, OE GM documents do not establish any regulatory requirements and do not constitute Operational Suitability Data (neither mandatory nor non-mandatory elements).

CR/TR Training Course: Aeroplanes

- For the development of the CR/TR syllabus the following applies:

Special considerations	• FCL.700 «Circumstances in which class or type ratings are required» • For details related to type rating courses refer also to AMC2 ORA.ATO.125 «Training programme». • For type rating and licence endorsement lists including reference to OSD data refer to: https://www.easa.europa.eu/document-library/product-certification/typeratings-and-licence-endorsement-lists [on-line] Available (17.08.2020) • Include mandatory training elements provided in OSD, if available, and operations evaluation board reports: https://www.easa.europa.eu/document-library/operational-suitability-data [on-line] Available (17.08.2020) • The Part FCL theoretical knowledge examination: - for multi-pilot aeroplanes shall be written and comprise at least 100 multiple-choice questions distributed appropriately across the main subjects of the syllabus. The examination should be conducted as a supervised written knowledge examination (including computer based, as applicable) without reference to course material; - for single-pilot multi-engine aeroplanes shall be written and the number of multiple-choice questions shall depend on the complexity of the aircraft; - for single-engine aeroplanes shall be conducted verbally by the examiner during the skill test to determine whether or not a satisfactory level of knowledge has been achieved; - for single-pilot aeroplanes that are classified as high performance aeroplanes (HPA) shall be written and comprise at least 100 multiple-choice questions distributed appropriately across the subjects of the syllabus; - initial issue of class rating sea for SP, SE and ME aeroplanes: The number of multichoice questions in the written or computer-based examination should at least comprise 30 questions; - requires a pass mark of 75% for written examinations.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• FCL.705 «Privileges of a holder of a class or type rating» • The aim of the Class/Type Rating Course is to train the applicant to the level to act as a pilot on the class or type of aircraft specified in the rating.	--

Element of syllabus		IR Implementing Rules	AMC/GM Acceptable Means of Compliance/Guidance Material
Pre-entry requirements		• FCL.720.A «Experience requirements and prerequisites for the issue of class or type rating – aeroplanes» • FCL.730.A «Specific requirements for pilots undertaking a zero flight time type rating (ZFTT) course – aeroplane» • FCL.745.A «Advanced UPRT course – aeroplanes»	--
Credits		• --	• AMC2 ORA.ATO.125 «Training programme»
Constraints and provisions related to time		• FCL.710 «Class and type ratings – variants» • FCL.725 «Requirements for the issue of class and type ratings» • FCL.725.A «Theoretical knowledge and flight instruction for the issue of class and type ratings – aeroplanes • FCL.735.A «Multi-crew cooperation training course - aeroplanes»	• AMC2 ORA.ATO.125 «Training programme»
Theoretical knowledge	SPA & MPA	• FCL.725.A «Theoretical knowledge and flight instruction for the issue of class and type ratings – aeroplanes»	• AMC1 FCL.725(a) «Requirements for the issue of class and type ratings»
	HPA additions		• AMC1 FCL.720.A(b)(2)(i) «Experience requirements and prerequisites for the issue of class or type ratings — aeroplanes»
	CR Sea		• AMC1 FCL.725.A(b) «Theoretical knowledge and flight instruction for the issue of class and type ratings — aeroplanes»
	MCC	• FCL.735.A «Multi-crew cooperation training course – aeroplanes»	• AMC1 FCL.735.A; FCL.735.H; FCL.735.As «Multi-crew cooperation course»
Flying training	SPA	• Part FCL **Appendix 9** «Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs», **B.**«Specific requirements for the aeroplane category», **Chapter 5** «Single pilot aeroplane, except for height performance complex aeroplanes»	--
	CR Sea	• Part FCL **Appendix 9** «Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs», B.«Specific requirements for the aeroplane category», **Chapter 7** «Class rating – sea»	--

Element of syllabus		IR Implementing Rules	AMC/GM Acceptable Means of Compliance/Guidance Material
	MPA & SPA-HPA Complex	• Part FCL **Appendix 9** «Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs», **B.** «Specific requirements for the aeroplane category», **Chapter 6** «Multi-pilot aeroplanes and single-pilot height performance complex aeroplanes» • FCL.725.A «Theoretical knowledge and flight instruction for the issue of class and type ratings – aeroplanes»	--
	MCC	• FCL.735.A «Multi-crew cooperation training course – aeroplanes»	• AMC1 FCL.735.A; FCL.735.H; FCL.735. As «Multi-crew cooperation course»

TR Training Course: Helicopters

- For the development of the TR syllabus the following applies:

Special considerations	• FCL.700 «Circumstances in which class or type ratings are required» • For details related to type rating courses refer also to AMC3 ORA.ATO.125 «Training programme» • For type rating and licence endorsement lists including reference to OSD data refer to: https://www.easa.europa.eu/document-library/product-certification/typeratings-and-licence-endorsement-lists [on-line] Available (17.08.2020) • Include mandatory and recommended training elements provided in OSD, if available: https://www.easa.europa.eu/document-library/operational-suitability-data [on-line] Available (17.08.2020) • The Part FCL theoretical knowledge examination: - for single-engine helicopters shall be conducted verbally by the examiner during the skill test to determine whether or not a satisfactory level of knowledge has been achieved; - for single-pilot multi-engine helicopters shall be written and the number of multiple-choice questions shall depend on the complexity of the aircraft; - for multi-pilot helicopters shall be written and comprise at least 100 multiple-choice questions distributed appropriately across the main subjects of the syllabus. The examination should be conducted as a supervised written knowledge examination (including computer based, as applicable) without reference to course material; - requires a pass mark of 75% for written examinations. • Initial multi-engine type rating: - Before starting flight training, a student must have passed either the ATPL(H) theoretical knowledge examinations or hold a certificate of completion of a pre-entry course conducted by an ATO. • In case of IR(H) type rating training course, type relevant IR(H) flight training shall be part of the type rating course syllabus for the extension of the privileges of an IR(H) to further helicopter types.

Element of syllabus	IR Implementing Rules	AMC/GM Acceptable Means of Compliance/Guidance Material
Aim of the course	• FCL.705 «Privileges of a holder of a class or type rating»	--

Element of syllabus		IR Implementing Rules	AMC/GM Acceptable Means of Compliance/Guidance Material
		• The aim of the Type Rating Course is to train the applicant to the level to act as a pilot on the type of helicopter specified in the rating.	
Pre-entry requirements		• FCL.720.H «Experience requirements and prerequisites for the issue of type ratings – helicopters»	--
Credits		• --	• AMC3 ORA.ATO.125 «Training programme»
Constraints and provisions related to time		• FCL.710 «Class and type ratings – variants» • FCL.725 «Requirements for the issue of class and type ratings» • FCL.735.H «Multi-crew cooperation training course - helicopters»	• AMC2 ORA.ATO.125 «Training programme» • AMC1 FCL.735.A; FCL.735.H; FCL.735.As • GM1 to Appendix 3; Appendix 6; FCL.735.H
Theoretical knowledge	SPH & MPH	• FCL.725 «Requirements for the issue of class and type ratings»	• AMC1 FCL.725(a) «Requirements for the issue of class and type ratings»
	Pre-entry multi-engine	• FCL.720.H «Experience requirements and prerequisites for the issue of type ratings – helicopters»	--
	MCC	• FCL.735.H «Multi-crew cooperation training course – helicopters»	• AMC1 FCL.735.A; FCL.735.H; FCL.735.As «Multi-crew cooperation course»
Flying training	SPH	• Part FCL **Appendix 9** «Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs», **C.** «Specific requirements for the helicopter category», **Chapter 11** «Multi-pilot helicopters»	--
	MPH		
	MCC	• FCL.735.H «Multi-crew cooperation training course – helicopters»	• AMC1 FCL.735.A; FCL.735.H; FCL.735.As «Multi-crew cooperation course»

Extension of privileges of an IR(H) to further helicopter types

- Unless specified otherwise in the operational suitability data (OSD), holders of an IR(H) who wish to extend their IR(H) privileges to further helicopter types shall, in addition to the relevant type rating training course, complete at an ATO 2 hours of flight training on the relevant type by sole reference to instruments according to IFR which may be conducted in an FFS C/D or an FTD 2/3 which appropriately represents the relevant type for IFR operation.

5.2.4.1 Flight Training on Aeroplane

RB 5.2.3.1 ISS1 / REV7 / 28.06.2022 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.125 FCL.725 Part FCL Appendix 9 LEGAL REFERENCE
5-TMAPP-481 Ch.-OM Ch.-Seq.-No.	Appendix xy «Type rating training xy course syllabus TR» Appendix xy «Base Training Aeroplane Type xy» MANUAL REFERENCE

APP: The base training is a part of a type rating course which is an element of the ATO certificate attachment and requires prior approval.

APP: An AOC holder may be specifically approved to conduct flight training as a part of a Type Rating training course.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Does the planning address:
  - ☐ Aerodrome considerations?
  - ☐ Special performance considerations?
  - ☐ Fuel / energy requirements?
  - ☐ Meteorological conditions?
- ☐ Are the aeroplane type specific procedures defined and covering at least:
  - ☐ Touch and go procedures including crew station duty assignements and call outs?
  - ☐ Complete flight profiles for visual circuits?
  - ☐ An abbreviated flight training normal operating checklist?
  - ☐ Provisions for the use of automatic and flight management systems?
- ☐ Does the flight training programme include:
  - ☐ Minimum number of landings?
  - ☐ Pre flight inspections?
  - ☐ Emergency and safety equipment and procedures?
  - ☐ Take off and landing practice including 1 go-around?
  - ☐ Training on the differences between FSTD, aeroplane and/or variants?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Flight training on the aeroplane is an element of a type rating. It is intended to give the student enough take off and landing experience on the aeroplane. In addition, it allows to train differences between the FSTD and the behaviour as well as the configuration of the actual aeroplane. This training element is commonly referred to as «Base Training» or «Flight Training after Skill Test»;
  - For provisions related to the type rating course also refer to CL OM/TM, Chapter 5.2.4. «Class and Type Raings CR/TR».
- The approved flight training shall be performed by a qualified instructor under the responsibility of:
  - an ATO; or
  - an organisation holding an AOC issued in accordance with Annex III (Part-ORO) to Regulation (EU) No 965/2012 and specifically approved for such training.
- For the development of the element «flight training on the aeroplane» the following applies:

Aim	• The flight training on the aeroplane is intended to give the student take off and landing experience on the aeroplane and to train differences between the FSTD and the behaviour as well as the configuration of the actual aeroplane.
Standard of performance	• The student demonstrates: - control of the aeroplane at all times in such manner that the successful outcome of a procedure or manoeuvre is never in doubt; - familiarity with the differences between the actual aeroplane and the simulator; - qualified skills to land the aeroplane safely and with a certain degree of passenger comfort; - readiness for the intended flight operations; - …
Prerequisites	• The FSTD training must be completed; • Skill test passed as applicable to the type rating course syllabus; • Be familiar with the emergency and safety equipment and procedures before aeroplane flight training commences;
Planning	• Aerodrome considerations: approval of the aerodrome authority to perform the flight training, noise abatement procedures, flight path of the circuit, downwind altitude, obstacles should complicate neither flight path nor training, … • Special performance considerations: A procedure to determine the minimum runway length for the touch and go manoeuvre, … • Fuel / energy requirements: Fuel / energy calculation shall allow for the flight to the training aerodrome according to standard procedures, for all the circuits and for the returnflight or to the next destination again according standard procedures. In addition, a reasonable fuel / energy consumption for every circuit shall be stated, … • Meteorological conditions: Visual circuits have to be performed in VMC. A minimum visibility shall be stated as well as a minimum cloud ceiling, preferable in relation to the downwind altitude, maximum wind components, … • …
Aeroplane type specific procedures	• Defined either in the OM B or type rating course and should consider: - Touch and go procedure and considerations including crew station duty assignments and call outs; - Complete flight profile (circuit) including altitude, speed schedule and aeroplane configuration as well as time checks and checklist work; - Abbreviated flight training normal operating checklist; - Use / programming of automatic and flight management systems: Normally the flight training is performed without the use of the autopilot or flight director. Use of heading, altitude and speed bugs shall be defined – special care should be laid on the additional workload. The use of the FMS has to be exactly examined and defined according aeroplane type and type of the avionics. Special care should be taken on automatic aeroplane configuration changes, e.g. automatic speed brakes, ground spoilers, autobraking system, ... - …

Flight training programme	• The student shall perform at least four landings in the case of MPAs or SP HPAs aeroplanes where the student pilot has more than 500 hours of MPA or SPA experience in aeroplanes of similar size and performance or, in all other cases, at least six landings. • One go-around has to be performed. • At least one full stop landing. • Neither IMC nor abnormal or emergency situations shall be simulated; • Pre-Flight inspection; • Familiarisation of the emergency and safety equipment and procedures, evacuation procedures and familiarisation of the door operation, …; • Cockpit preparation; • Engine start; • Taxi; • Flight to the training site according to SOP; • Take off and landing practice, circuit training according to special checklist and abbreviated procedures; • Additional flight training, if required; • Return flight according to SOP; • Post-Flight Duties; • …

5.2.4.2 Zero Flight Time Training (ZFTT)

RB 5.2.3.2 ISS1 / REV4 / 22.10.2019 / APP

M/CA
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.125 ORA.ATO.330 ORA.ATO.335 FCL.730.A ORO.FC.220 LEGAL REFERENCE
5-TMAPP-482 Ch.-OM Ch.-Seq.-No.	Appendix xy «Type rating training xy course syllabus TR» OM A, Chapter 5 «Qualification Requirements» MANUAL REFERENCE

APP: The Zero Flight Time Training is a part of a type rating course which is an element of the ATO certificate attachment and requires prior approval.

APP: The training methodology for the exterior inspection requires agreement with FOCA.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

General

☐ Are the prerequisites defined and are they complete and accurate?

☐ Is the ZFTT part of a complete type rating course conducted by the ATO?

Approved Training Organisations

☐ Does the organisation holding an Approved Training Organisation Certificate have:

- ☐ an Air Operator Certificate (AOC)? or
- ☐ a specific arrangement with an AOC Holder?

Does the ZFTT specific session include:

- ☐ at least 6 take-offs and fullstop landings; and
- ☐ varying conditions?

Air Operations

☐ Does the Conversion Course include the ZFTT module?

- ☐ Is it ensured, that the ZFTT module is completed prior commencing the Line Flying under Supervision?

☐ Are the pre-entry requirements for ZFTT defined?

☐ Is there a statement that:

- ☐ the commencement of the LIFUS shall not be later than 21 days after the completion ot the skill-test?
- ☐ the pilot shall conduct the first 4 take-offs and landings of the Line Flying under Supervision (LIFUS) in the aeroplane under the supervision of a TRI occupying the other pilot seat?

☐ Is a training methodology defined that ensures that the trainee is fully competent with the exterior inspection of the aeroplane before conducting such an inspection un-supervised?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The Zero Flight Time Training is a part of a type rating course. It substitutes the mandatory «flight training on aeroplane» with an additional training in a Full Flight Simulator (FFS). The specific ZFTT session contains the take-off and landing training under varying conditions.
- Eligible for an approval for ZFTT are ATOs having the privileges to conduct commercial air transport operations (AOC Holder) or ATOs having specific arrangements with commercial air transport operators.
  - The operator shall have operational experience on the aeroplane type for at least 90 days;

- In the case of ZFTT provided by an ATO having a specific arrangement with an operator, the 90 days of operational experience requirements will not apply if the TRI involved in the additional take-offs and landings has operational experience on the aeroplane type.

- The type rating syllabus shall include the additional session for the ZFTT in the FFS.
- For the development of the element Zero Flight Time Training, the following applies:

Special considerations	• When a pilot is changing from a turboprop aeroplane to a turbo jet aeroplane or vice versa additional simulator training is required. • The pilot shall conduct the first 4 take-offs and landings of the Line Flying under Supervision (LIFUS) in the aeroplane under the supervision of a TRI occupying the other pilot seat. • The required number of landings may be reduced in accordance with the defined credits in the respective OSD see also ORO.FC.220. • The FFS shall meet the appropriate qualification level and be serviceable for the intended ZFTT session. This include the full serviceablility of the motion and the visual system. • The operators conversion course shall include the ZFTT module. • The operator's defined qualification requirements for flight crews shall include the pre-entry requirements for the ZFTT.

Element of syllabus	IR Implementing Rules AMC/GM Acceptable Means of Compliance/Guidance Material	Provisions
Aim of the course	--	• The ZFTT is intended to give the student take off and landing experience at various configurations and enable the student to commence the Line Flying under Supervision (LIFUS)
Pre-entry requirements	• FCL.730.A	• FFS Qualification Level CG, C or interim C: - 1500 hours flight time or 250 route sectors on a CS-25 MPA • FFS Qualification Level DG or D: - 500 hours flight time or 100 route sectors on a CS-25 MPA
Credits	--	--
Constraints and provisions related to time	• ORO.FC.220 • AMC2 ORA.ATO.125	• Complete 6 take-offs and landings in an FFS not later than 21 days after the completion of the skill test under the supervision of TRI occupying the other pilot seat; • Commencement of the LIFUS not later than 21 days after the completion ot the skill-test
Theoretical knowledge	--	--
Flying training	• AMC 2 ORA.ATO.125	• At least 6 take-offs and fullstop landings in varying conditions: - runway surface conditions; - runway length; - flap setting; - power setting; - crosswing and turbulence conditions - maximum take-off mass (MTOM) and maximum landing mass (MLM); - …

5.2.4.3 Multi-Crew Cooperation Training Course MCC

RB 5.2.3.3 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.720.A/H FCL.735.A/H ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-483 Ch.-OM Ch.-Seq.-No.	Appendix xy «Multi-crew cooperation training course syllabus MCC» MANUAL REFERENCE

APP: The multi-crew cooperation training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the MCC training course:
  - ☐ A stand-alone training course? or;
  - ☐ Combined with a specific type rating training course?
- ☐ Is the multi crew cooperation training course comprehensively defined in the syllabus even if combined with a TR training course?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ FSTD requirements:
  - ☐ Aeroplane: Is an FNPT II MCC or an FFS being used?
  - ☐ Helicopter: Is an FNPT II or III qualified for MCC, an FTD 2/3 or an FFS being used?
- ☐ MCC training course stand-alone:
  - ☐ Are all competences with their performance indicators related to knowledge and practical exercises complete and accurate?
  - ☐ Are the minimum hours for the practical MCC training in total at least:
    - ☐ Aeroplane: 20 hours?
    - ☐ Helicopter: 20 hours for MCC/IR or 15 hours for MCC/VFR?
- ☐ MCC training course combined with the initial TR training course:
  - ☐ Are all competences with their performance indicators related to knowledge and practical exercises appropriately integrated in the associated stages of a type rating training course?
  - ☐ Are the minimum hours for the practical MCC training course in total at least:
    - ☐ Aeroplane: 10 hours on the same FFS used for MCC and TR training course?
    - ☐ Helicopter: 10 hours for MCC/IR or 7 hours for MCC/VFR on the same FSTD used for MCC and TR training course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Competencies gained in a MCC training course are required to operate a multi crew aircraft. The MCC training course comprises both theoretical and practical elements.
- The MCC training course may be provided by one of the following methods:
  - developed as a stand-alone training course or combined with an initial type rating.

- The Airline Pilot Standard MCC (APS MCC) is an enhanced MCC training course that trains pilots in multi-crew competencies to airline standards. The APS MCC training course is developed as a stand alone training course.
- Refer also to CL OM/TM, Chapter 5.2.3 «Class and Type Ratings CR/TR».

MCC Training Course: Aeroplanes

- For the development of the MCC training course the following applies:

Special considerations	• The MCC training course may be combined with an initial type rating training. In this case the competencies with their performance indicators related to knowledge and practical exercises may be arranged in the respective stages/phases of the concerned type rating training course. • FNPT II MCC or an FFS has to be used for the MCC training course.

Element of syllabus		**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course		--	• AMC1 FCL.735.A; FCL.735.H; FCL.735.As «Multi Crew Cooperation Course»
Pre-entry requirements		• As required for the type rating FCL.720.A «Experience requirements and prerequisites for the issue of class or type rating – aeroplanes»	--
Credits		• FCL.735.A «Multi-crew cooperation training course – aeroplanes»	--
Constraints and provisions related to time			--
Competency / training objectives	Knowledge	• FCL.735.A «Multi-crew cooperation training course – aeroplanes»	• AMC1 FCL.735.A; FCL.735.H; FCL.735.As «Multi-crew cooperation course»
	Practical exercises		

APS MCC Training Course: Aeroplanes

- For the development of the APS MCC training course the following applies:

Special considerations	• The APS MCC training course is an enhanced MCC training course developed as a stand alone or operator specific training course. • The practical training in the APS MCC training course should be based on a multi-pilot, multi-engine aeroplane type capable of carrying at least 50 passengers or equivalent mass. • The FSTD used should be type-specific and equipped with a visual system that provides at least 180° horizontal and 40° vertical field of view. However, an FNPT II MCC that has a similar visual cueing system to the above or is approved for MCC pursuant to FCL.735.A may also be acceptable provided that the device is representative of the same class of multi-pilot, multi-engine aeroplane specified in this paragraph in terms of passenger load, mass and performance, and equipped with equivalent aeroplane systems and avionics functionality. • In the case of advanced swept-wing jet aeroplane practical training, an FSTD representing a sweptwing multi-engine jet aeroplane should be used.

Element of syllabus		**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course		--	• AMC2 FCL.735.A Multi-crew cooperation (MCC) training course - aeroplanes
Pre-entry requirements		• As required for the type rating FCL.720.A «Experience requirements and prerequisites for the issue of class or type rating – aeroplanes»	--
Credits		• FCL.735.A «Multi-crew cooperation training course – aeroplanes»	--
Constraints and provisions related to time			• AMC2 FCL.735.A Multi-crew cooperation (MCC) training course - aeroplanes
Competency / training objectives	Knowledge	• FCL.735.A «Multi-crew cooperation training course – aeroplanes»	• AMC1 FCL.735.A; FCL.735.H; FCL.735.As «Multi-crew cooperation course» • AMC2 FCL.735.A Multi-crew cooperation (MCC) training course - aeroplanes
	Practical exercises		

MCC/IR or MCC/VFR Training Course: Helicopters

- For the development of the MCC/IR or MCC/VFR training course the following applies:

Special considerations	• The MCC training course may be combined with an initial type rating training. In this case the competencies with their performance indicators related to knowledge and practical exercises may be arranged in the respective stages/phases of the concerned type rating training course. • FNPT II or III qualified for MCC, an FTD 2/3 or an FFS has to be used for the MCC training course.

Element of syllabus		**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course		--	• AMC1 FCL.735.A; FCL.735.H; FCL.735.As «Multi Crew Cooperation Course»
Pre-entry requirements		• As required for the type rating FCL.720.H «Experience requirements and prerequisites for the issue of type ratings – helicopters»	--
Credits		• FCL.735.H «Multi-crew cooperation training course – helicopters»	--
Constraints and provisions related to time			• GM1 to Appendix 3; Appendix 6; FCL.735.H
Competency / training objectives	Knowledge	• FCL.735.H «Multi-crew cooperation training course – helicopters»	• AMC1 FCL.735.A; FCL.735.H; FCL.735.As «Multi-crew cooperation course»
	Practical exercises		

5.2.4.4 Advanced UPRT course – aeroplanes

RB 5.2.3.4 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	ORA.ATO.125 FCL.720.A FCL.745.A LEGAL REFERENCE
5-TMAPP-484 Ch.-OM-Ch.-Seq.-No.	Appendix xy «Advanced UPRT course – aeroplanes» MANUAL REFERENCE

APP: The Advanced UPRT course – aeroplanes is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the Advanced UPRT course – aeroplanes comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the theoretical knowledge instruction minimum hours at least 5 hours?
- ☐ Are all the required practical training subjects/exercises specified, including:
  - ☐ 3 hours of dual flight instruction?
  - ☐ manoeuvers and procedures?
- ☐ Are the aeroplanes adequate for the advanced UPRT training course?
  - ☐ Are the aeroplanes listed in the list of aircraft?
- ☐ Is a certificate of completion issued to the applicant at the end of the course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The objective of this course is that the pilot under training understands how to cope with the physiological and psychological aspects of dynamic upsets in aeroplanes and develops the necessary competence and resilience to be able to apply appropriate recovery techniques during upsets;
- Applicants for the issue of the first type rating course for either a single-pilot aeroplane operated in multi-pilot operations, single-pilot high-performance complex aeroplane, or multi-pilot aeroplane shall have completed an Advanced UPRT course;
- The Advanced UPRT course is a single course syllabus or part of the ATPL integrated or MPL training course.

Advanced UPRT course for aeroplanes

- For the development of the advanced UPRT course for aeroplanes the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• The aim of the course is for the pilot under training to understand how to cope with the physiological and psychological aspects of dynamic upsets in aeroplanes and to develop the necessary competence and resilience to be able to apply appropriate recovery techniques during upsets.	--
Pre-entry requirements	--	--
Credits	--	--
Constraints and provisions related to time	--	--
Theoretical knowledge	• FCL.745.A «Advanced UPRT course – aeroplanes»	• AMC1 FCL.745.A, GM1 FCL.745.A
Flying training	• FCL.745.A «Advanced UPRT course – aeroplanes»	• AMC1 FCL.745.A, GM1 FCL.745.A

Use of aeroplane

- In order to meet the objective of the advanced UPRT training course, the training should be delivered in a suitable training aircraft. If the aeroplane is certified in the:
  - Normal category, the aeroplane shall not be used for advanced UPRT course;
  - Aerobatic category, there is no restriction related to advanced UPRT course;
  - Utility category, the aeroplane must include the capability of the maneuvers of:
    - Stalling; and
    - Spin.

5.2.4.5 High Performance SP Aeroplanes HPA (VFR and IFR)

RB 5.2.3.5 ISS1 / REV6 / 14.09.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.720 FCL.725 ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-485 Ch.-OM Ch.-Seq.-No.	Appendix xy «High performance SP aeroplanes training course syllabus HPA» MANUAL REFERENCE

APP: The High Performance SP Aeroplanes training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the HPA training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Is the provided theoretical knowledge instruction time comparative to the subject of the theoretical knowledge instruction?
- ☐ Are the type of the Part FCL theoretical examination and the related conditions specified?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

HPA Training Course

- For the development of the HPA training course the following applies:

Special considerations	• The course may be divided in a VFR and an IFR part. • An applicant who has completed a CB-IR (A) course, needs to complete both, VFR and IFR parts. • Demonstration of achievement of this knowledge is undertaken by passing an examination set by an ATO. The questions should be appropriately selected from the subjects of the syllabus. A common practice of a pass mark is 75%. • A successful pass of this examination, results in the issue of a certificate indicating that the course and examination have been completed.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	• AMC1 FCL.720.A(b)(2)(i) «Experience requirements and prerequisites for the issue of class or type ratings — aeroplanes»
Pre-entry requirements	• As required for the type rating FCL.720.A «Experience requirements and prerequisites for the issue of class or type rating – aeroplanes»	--
Credits	--	--
Constraints and provisions related to time	--	--

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Theoretical knowledge	• FCL.725 «Requirements for the issue of class and type ratings»	• AMC1 FCL.720.A(b)(2)(i) «Experience requirements and prerequisites for the issue of class or type ratings — aeroplanes»
Flying training	--	--

5.2.4.6 Pre-Entry Course ME for helicopters RB 5.2.3.6 ISS1 / REV5 / 23.02.2021 / APP	M/CC EVALUATION METHOD
OM/TM CL TOPIC	FCL.720.H ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-486 Ch.-OM Ch.-Seq.-No.	Appendix xy «Pre-Entry Course ME for helicopters» MANUAL REFERENCE

APP: The Pre-Entry Course ME for helicopters is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the Pre-Entry Course ME comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Is the provided theoretical knowledge instruction time comparative to the subject of the theoretical knowledge instruction?
- ☐ Is a certificate of completion issued to the applicant at the end of the course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Pre-Entry Course ME for helicopters

- For the development of the Pre-Entry Course the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• The Pre-Entry Course ME enables an applicant to apply for a first single-pilot multi-engine helicopter type rating.	--
Pre-entry requirements	--	--
Credits	• FCL.720.H «Experience requirements and prerequisites for the issue of type ratings – helicopters»	
Constraints and provisions related to time	--	--
Theoretical knowledge	• FCL.720.H «Experience requirements and prerequisites for the issue of type ratings – helicopters»	• AMC1 FCL.310; FCL.515 (b); FCL.615 (b);

5.2.5 Aerobatic Rating ACR

RB 5.2.4 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.800 ORA.ATO.125 NCO.SPEC Section 1 and Section 5 LEGAL REFERENCE
5-TMAPP-490 Ch.-OM Ch.-Seq.-No.	Appendix xy «Aerobatic rating syllabus ACR» MANUAL REFERENCE

APP: The ACR training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the Aerobatic Rating course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Is the provided theoretical knowledge instruction time allocation in total, and per learning subject, in compliance with the minimum hours required?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

ACR Training Course

- For the development of the ACR syllabus the following applies:

Special considerations	• The air exercises specified in AMC 1 FCL.800 may be arranged into training stages/phases and arranged in an instructional sequence guide. • A progress check is typically conducted prior to the first solo aerobatic flight. • The specific requirements in accordance with NCO.SPEC Section 1 and Section 5 are to be considered and followed by a pilot-in-command when conducting aerobatic flights.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• The aim of the ACR Course is to train the applicant to the level for the issue of an ACR rating and to act as pilot in aerobatics without remuneration on aeroplanes and touring motor gliders engaged in non-commercial operations.	--
Pre-entry requirements	• FCL.800 «Aerobatic ratings»	--
Credits	• --	--
Constraints and provisions related to time	• FCL.800 «Aerobatic ratings»	--
Theoretical knowledge	• FCL.800 «Aerobatic ratings»	• AMC1 FCL.800 «Aerobatic rating»
Flying training	• FCL.800 «Aerobatic ratings»	• AMC1 FCL.800 «Aerobatic rating»

5.2.6 **Sailplane Towing** RB 5.2.5 ISS1 / REV5 / 23.02.2021 / APP	M/CC EVALUATION METHOD
OM/TM CL TOPIC	FCL.805 ORA.ATO.125 NCO.SPEC Section 1 LEGAL REFERENCE
5-TMAPP-495 Ch.-OM Ch.-Seq.-No.	Appendix xy «Sailplane towing syllabus» MANUAL REFERENCE

APP: The sailplane towing training course is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the Sailplane Towing Rating course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Sailplane Towing Training Course

- For the development of the sailplane towing syllabus the following applies:

Special considerations	• The air exercises specified in AMC 1 FCL.805 may be arranged into training stages/phases and arranged in an instructional sequence guide. • The specific requirements in accordance with NCO.SPEC Section 1 are to be considered and followed by a pilot-in-command when towing sailplanes.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• The aim of the Sailplane Towing Course is to train the applicant to the level for the issue of a sailplane towing rating and to act as towing pilot without remuneration on aeroplanes and touring motor gliders engaged in non-commercial operations.	--
Pre-entry requirements	• FCL.805 «Sailplane towing and banner towing rating»	--
Credits	--	--
Constraints and provisions related to time	• FCL.805 «Sailplane towing and banner towing rating»	--
Theoretical knowledge	• FCL.805 «Sailplane towing and banner towing rating»	• AMC1 FCL.805 «Sailplane towing and banner towing rating»
Flying training	• FCL.805 «Sailplane towing and banner towing rating»	• AMC1 FCL.805 «Sailplane towing and banner towing rating»

5.2.7	**Night Rating NIT** RB 5.2.6 ISS1 / REV5 / 23.02.2021 / APP	M/CC EVALUATION METHOD
OM/TM CL TOPIC	FCL.810 ORA.ATO.125 LEGAL REFERENCE	
5-TMAPP-500 Ch.-OM Ch.-Seq.-No.	Appendix xy «Night rating syllabus NIT» MANUAL REFERENCE	

APP: The training course for a night rating is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the night rating course comprehensively defined in the syllabus?

☐ Does the syllabus provide information about the revision status?

☐ Does the syllabus address all elements of the course?

☐ Is the syllabus presented in a format which can be used without difficulty?

☐ Are the prerequisites defined and are they complete and accurate?

☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?

☐ Are the applicable teaching/course materials specified?

☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

NIT Rating Course Aeroplane / Helicopter

- For the development of the NIT syllabus the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• FCL.810 «Night rating»	• AMC1 FCL.810(a) «aeroplane night rating course» • AMC1 FCL.810(b) «helicopter night rating course»
Pre-entry requirements	• FCL.810 «Night rating»	--
Credits		
Constraints and provisions related to time		
Theoretical knowledge		• AMC1 FCL.810(a) «aeroplane night rating course» • AMC1 FCL.810(b) «helicopter night rating course»
Flying training		

5.2.8 Mountain Rating MOU(A)

RB 5.2.7 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.815 ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-505 Ch.-OM Ch.-Seq.-No.	Appendix xy «Mountain rating training course syllabus MOU(A)» MANUAL REFERENCE

APP: The training course for a mountain rating aeroplane is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the mountain rating training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?
- ☐ Are the type of the Part FCL theoretical examination and the related conditions specified?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

MOU(A) Rating Course

- For the development of the MOU(A) syllabus training course the following applies:

Special considerations	• A progress check is typically conducted prior to the skill test. • A verbal theoretical examination is to be conducted by the examiner during the skill test.	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• The aim of the Mountain Rating Training Course is to train the applicant to the level for the issue of a mountain rating and to act as pilot and to conduct flights with aeroplanes or TMG to and from surfaces designated as requiring such a rating by the authority.	--
Pre-entry requirements	• FCL.815 «Mountain rating»	--
Credits	• --	--
Constraints and provisions related to time	• FCL.815 «Mountain rating»	--
Theoretical knowledge	• FCL.815 «Mountain rating»	• AMC1 FCL.815 «Mountain rating»
Flying training	• FCL.815 «Mountain rating»	• AMC1 FCL.815 «Mountain rating»

5.2.9 Flight Test Rating

RB 5.2.8 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.820 ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-510 Ch.-OM Ch.-Seq.-No.	Appendix xy «Flight test rating training course syllabus» MANUAL REFERENCE

APP: The training course for a flight test rating is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the flight test rating training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Flight Test Rating Training Course

- For the development of the flight test rating training course syllabus the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• The aim of the Flight Test Rating is to train the applicant to the level for the issue of a flight test rating and to act as pilot or co-pilot and to conduct all categories of flight tests, as defined in Part-21.	--
Pre-entry requirements	• FCL.820 «Flight test rating»	--
Credits	--	--
Constraints and provisions related to time	• FCL.820 «Flight test rating»	--
Theoretical knowledge	• FCL.820 «Flight test rating»	• AMC1 FCL.820 «Flight test rating»
Flying training	• FCL.820 «Flight test rating»	• AMC1 FCL.820 «Flight test rating»

5.2.10 Sailplane Cloud Flying Privileges

RB 5.2.9 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	SFCL.215 ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-515 Ch.-OM Ch.-Seq.-No.	Appendix xy «Sailplane cloud flying privileges course syllabus» MANUAL REFERENCE

APP: The training course for sailplane cloud flying privileges is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the sailplane cloud flying privileges training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Sailplane Cloud Flying Privileges Course

- For the development of the sailplane cloud flying privileges training syllabus the following applies:

Special considerations	• The completion of the training course shall be entered in the log book and be signed by the head of training of the ATO or DTO that is responsible for the training.	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	• The aim of the Sailplane Cloud Flying Privileges Training Course is to train the applicant to the level for the issue of sailplane cloud flying privileges and to conduct flights with a sailplane or powered sailplane, excluding TMG, within clouds.	--
Pre-entry requirements	• SFCL.215 «Sailplane cloud flying privileges»	--
Credits	• SFCL.215 «Sailplane cloud flying privileges»	--
Constraints and provisions related to time	• SFCL.215 «Sailplane cloud flying privileges»	--
Theoretical knowledge	• SFCL.215 «Sailplane cloud flying privileges»	• AMC1 SFCL.215 «Sailplane cloud flying privileges»
Flying training	• SFCL.215 «Sailplane cloud flying privileges»	• AMC1 SFCL.215 «Sailplane cloud flying privileges»

5.3 Instructor Certificates

Ch. 5.3 ISS1 / REV0 / 04.01.2016

5.3.1 Flight Instructor FI

RB 5.3.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.915 FCL.925 FCL.910.FI FCL.915.FI FCL.930.FI ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-525 Ch.-OM Ch.-Seq.-No.	Appendix xy «Flight instructor certificate training course FI» MANUAL REFERENCE

APP: The training course for a flight instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the flight instructor training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
- ☐ Are the teaching and learning instruction minimum hours at least 25 hours?
- ☐ Are all relevant subjects for the theoretical knowledge instruction defined and accurate?
- ☐ Are the theoretical knowledge instruction minimum hours at least 100 hours?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

FI Training Course

- For the development of the flight instructor Aeroplane, Helicopter and Airship training course syllabus the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	• AMC1 FCL.930.FI «FI - Training course»
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.FI «FI – Prerequisites» • FCL.930.FI «FI – Training course»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.FI «FI – Training course»	--
Constraints and provisions related to time	• FCL.910.FI «FI – Restricted privileges» • FCL.915.FI «FI – Prerequisites» • FCL.930.FI «FI – Training course»	--

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Theoretical knowledge	• FCL.930.FI «FI – Training course» • FCL.925 «Additional requirements for instructors for the MPL»	• AMC1 FCL.925 «Additional requirements for instructors for the MPL» • AMC1 FCL.930.FI «FI - Training course» for FI(A), FI(H) and FI(As)
Flying training	• FCL.930.FI «FI – Training course» • FCL.925 «Additional requirements for instructors for the MPL»	• AMC1 FCL.925 «Additional requirements for instructors for the MPL» • AMC1 FCL.930.FI «FI - Training course» for FI(A), FI(H) and FI(As)

5.3.1.1 Advanced UPRT Instructor

RB 5.3.1.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.915 ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-575 Ch.-OM Ch.-Seq.-No.	Appendix xy «Advanced UPRT instructor training course syllabus» MANUAL REFERENCE

APP: The training course for advanced UPRT instructors is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the advanced UPRT instructor training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all of the theoretical knowledge instruction units accurately defined (approximately 5 hours)?
- ☐ For the practical/flight training: Are all exercises specified, including conditions and minimum hours (approximately 3 hours)?
- ☐ Are the aeroplanes adequate for the advanced UPRT instructor training course?
  - ☐ Are the aeroplanes listed in the submitted list of aircraft?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

Advanced UPRT Instructor Training Course

- For the development of the advanced UPRT instructor training course syllabus the following applies:

Special considerations	• FOCA recommends that candidates either hold an aerobatic rating for aeroplanes or have equivalent experience.

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	• AMC1 FCL.915(e) «General prerequisites and requirements for instructors»
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors»	--
Credits	--	--
Constraints and provisions related to time	--	• AMC1 FCL.915(e) «General prerequisites and requirements for instructors»
Theoretical knowledge	• FCL.915 «General prerequisites and requirements for instructors»	• AMC1 FCL.915(e) «General prerequisites and requirements for instructors» • AMC2 FCL.915(e) «General prerequisites and requirements for instructors»

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Flying training	• FCL.915 «General prerequisites and requirements for instructors»	• AMC1 FCL.915(e) «General prerequisites and requirements for instructors» • AMC2 FCL.915(e) «General prerequisites and requirements for instructors» • GM1 FCL.915(e) «General prerequisites and requirements for instructors – Training on spin avoidance and spin recovery»

Use of aeroplane

- In order to meet the objective of the advanced UPRT instructor training course, the training should be delivered in a suitable training aircraft. If the aeroplane is certified in the:
  - Normal category, the aeroplane shall not be used for advanced UPRT instructor course;
  - Aerobatic category, there is no restriction related to advanced UPRT instructor course;
  - Utility category, the aeroplane must include the capability of the maneuvers of:
    - Stalling; and
    - Spin.

5.3.2 Type Rating Instructor TRI

Ch. 5.3.2 ISS1 / REV5 / 23.02.2021

5.3.2.1 Type Rating Instructor TRI(A)

RB 5.3.2.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.915 FCL.910.TRI FCL.915.TRI FCL.930.TRI FCL.930.FI ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-530 Ch.-OM Ch.-Seq.-No.	Appendix xy «Type rating instructor training course syllabus TRI(A)» MANUAL REFERENCE

APP: The training course for a type rating instructor certificate is an element of the ATO certificate attachment and requires prior approval.

APP: To instruct two TRI(A) in parallel requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the type rating instructor training course comprehensively identifiable?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the structure of the syllabus contain all required elements?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?

Part 1

- ☐ Is the teaching and learning:
  - ☐ a pre-entry requirement/prerequisite? or
  - ☐ part of the syllabus?
    - ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
    - ☐ Are the teaching and learning instruction minimum hours at least 25 hours?

Part 2

- ☐ Does the Part 2 include:
  - ☐ a refresher on Part 1 «teaching and learning»?
  - ☐ a review of the technical knowledge in terms of aeroplane systems, performance, mass and balance of the concerned aeroplane type?
  - ☐ preparation of lesson and session plans?
  - ☐ the development of classroom/briefing and debriefing instructional skills, which include the preparation and the delivery of example lectures / lessons based on the theoretical knowledge syllabus of the type rating?
- ☐ Are the example lectures selected of the more demanding aeroplane systems from the type rating syllabus?
- ☐ Are the technical training instruction minimum hours at least 10 hours?

Part 3

- ☐ Does the Part 3 include:
  - ☐ flight instruction on the appropriate aeroplane/simulator of at least:

- ☐ 5 hours for single-pilot aircraft?
- ☐ 10 hours for multi-pilot aircraft?

☐ the provisions concerning the parallel instruction?

☐ introduction into the FSTD?

☐ familiarisation in giving instruction from different stations based on the session plans of the concerned aeroplane?

- ☐ Are the different instructor stations defined/determinable in the session?

☐ gaining competence to provide UPRT for the concerned type rating training course?

☐ specific training for:

- ☐ Line Flying under Supervision (LIFUS):
  - ☐ FSTD familiarisation as pilot flying (PF) on both seats?
  - ☐ Aeroplane route sectors as observer/role play?
  - ☐ Aeroplane route sectors under supervison to the satisfaction of the nominated TRI?
- ☐ Landing training on:
  - ☐ FSTD?
  - ☐ Aeroplane?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The aim of the TRI(A) training course is to gain thorough knowledge and understanding on fundamental principles of teaching and learning, instructional techniques and methods.
- The course shall focus on the candidate instructor's maturity and judgment including their understanding of adults, behavioural attitudes, and variable levels of learning ability. It shall emphasise also on the role of the individual and on human factors in the man-machine environment. Threat and Error Management (TEM) and Crew Resource Management (CRM), including the appropriate use of behavioural markers, shall be integrated throughout.
- During the training, the candidate instructor shall get aware of their own attitude towards the importance of flight safety. The candidate instructor shall learn how to identify common errors and how to correct them properly, which should be emphasised at all times.
- The type rating instructor training course is applicable for the:
  - initial issue of a TRI(A) certificate;
  - aeroplane type extension within the scope of a TRI(A) certificate; and
  - renewal of a lapsed TRI(A) certificate during the individually defined refresher training.
- Part 1 «Teaching and Learning» may be a course prerequisite/pre-entry requirement and not be part of the TRI training course syllabus. In addition, applicants holding or having held an instructor certificate shall be fully credited for Part 1 «Teaching and Learning».
- The syllabus shall be tailored appropriately to the concerned aeroplane type, using theoretical knowledge and exercises considered more demanding for the student instructor. In addition, the provisions for demanding aeroplane systems and training areas of special emphasis (TASE) shall take into account the operational suitability data in accordance with Part-21.
- As intended for the candidate instructor's qualification, the course shall include additional specific training for conducting:
  - line flying under supervision (LIFUS); and / or
  - flying training / base training.
- TRI may instruct in parallel two TRI candidate instructors under the following scenarios:

- one candidate is sitting at the controls (supported by a suitable pilot), while the second candidate is sitting at the IOS; this scenario may be used for demonstration of flight manoeuvres or engine out exercises; or
- both candidates receive instruction (general introduction and handling) at the IOS.

- In this way, both candidates can develop specific competencies independently.
- Additional TRI candidate instructors may be present as observers during such an instruction given in parallel, with no credit of hours for their TRI training.

TRI Course

- For the development of the type rating instructor training course syllabus the following applies:

Special considerations	• When developing the course syllabus, including the associated lesson and session plans for part 2 and 3, the more demanding aircraft systems and flying training excersises should be selected. In addition, it shall ensure that the candidate instructure gains experience in planning, briefing as well as providing and debriefing sessions by using all relevant instructional methods from different stations; • If a Flight Simulation Training Device (FSTD) representing the concerned aircraft type is available and accessible, the instruction for the TRI candidate should be conducted on such an FSTD; Special conditions are defined where no FSTD exists, refer to AMC1 FCL.930.TRI (b)(3)(ii)(D); • If the TRI training is carried out in an FSTD only, the privileges of the TRI shall be restricted to training in the FSTD; • Also refer to subchapter «TRI(A) Course Structure and Requirements».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	• AMC1 FCL.930.TRI «TRI — Training course» for TRI(A)
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.TRI «TRI – Prerequisites»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.TRI «TRI – Training course»	--
Constraints and provisions related to time	• FCL.910.TRI «TRI — Restricted privileges» • FCL.915.TRI «TRI – Prerequisites» • FCL.930.TRI «TRI – Training course»	--
Theoretical knowledge	• FCL.930.FI «FI – Training course» • FCL.930.TRI «TRI – Training course»	• AMC1 FCL.930.FI «FI — Training course», Part 1 • AMC1 FCL.930.TRI «TRI — Training course» for TRI(A)
Flying training		

TRI(A) Course Structure and Requirements

Part 1	«Teaching and Learning» FCL.930.TRI / AMC1 FCL.930.TRI (b)	
	• 25 hours of teaching and learning.	(a)(1)
	• May be a course prerequisite/pre-entry requirement and not be part of the TRI training course syllabus; • Part 1 is fully credited for applicants holding or having held an instructor certificate.	(b)
	• The content of the teaching and learning course should comply with AMC1 FCL.920 and AMC1 FCL.930.FI Part 1.	(1)
Part 2	«Technical theoretical knowledge instruction» AMC1 FCL.930.TRI (b) (2)	
	• Should comprise not less than 10 hours of training divided in: - a refresher on Part 1 «Teaching and Learning»; - a review of the technical knowledge of the concerned aircraft type; and - training in instructional methods including preparation of lesson / session plans and classroom / briefing and debriefing instructional skills in form of example lectures. • A proportion of the allotted 10 hours could be integrated into the practical flight instruction lessons of Part 3, using expanded preflight and postflight briefing sessions. • As teaching material, the type rating training course syllabus, including associated lesson and session plans, should be used to develop the TRI(A)'s teaching skills. • The course instructor may be assisted by different experts (e.g. theoretical knowledge instructors, technician, maintenance engineers etc.) but the example lectures are to be evaluated by a TRI on the applicable type rating.	(i) - (iii)
Part 3	«Flight instruction» AMC1 FCL.930.TRI (b) (3)	
	• 5 hours of flight instruction on the appropriate aeroplane or a simulator representing that aeroplane for single-pilot aeroplane and 10 hours for multi-pilot aeroplane or SP-certified aeroplanes that are operated in multi-pilot (MP) operations, per candidate instructor.	(i) (A)
	• Introduction into the FSTD (device, limitations, capabilities, safety features, instructor station and emergency evacuation).	(ii)(A)
	• Gaining experience in planning, briefing as well as providing and debriefing sessions by using all relevant instructional methods from different stations. These sessions should include a variety of more demanding exercises covering normal, abnormal and emergency operations, divided in: - instruction from different stations – normal / abnormal and emergency procedures; - instruction from different stations – Upset Prevention and Recovery Training (UPRT).	(i)(C-E) (ii)(B/C/F) (vi)
	Specific training: • Line Flying under Supervision (LIFUS) FSTD: - Familiarisation as pilot flying on both seats; - Aeroplane training techniques.	(v)(A)(a)
	Specific training: • LIFUS route sectors as observer / role-play.	(v)(A)(b)
	Specific training: • LIFUS route sectors under supervision to the satisfaction of the nominated TRI.	(v)(A)(b)

	Specific training	• Landing training on FSTD: - When not performed during or combined with LIFUS FSTD training: ○ Familiarisation as pilot flying on both seats; ○ Aeroplane training techniques. - Variety of landing training as well as touch and go procedure excercises that cover both normal and abnormal operations with emphasis on threats during touch-and-go.	(v)(A)(a) (v)(B)(a)
		• Landing training on aeroplane: - Role-play landing training; - Representative landing excercises from the type rating course.	(v)(B)(b)

Assessment of Competence	FCL.935.TRI

- If the TRI assessment of competence is conducted in an FSTD, the TRI certificate is restricted to flight instruction in FSTD;
- The restrictions shall be lifted when the TRI has passed the assessement of competence on an aircraft;
- Refer to FOCA «Examination Guide» for aeroplanes:
  https://www.bazl.admin.ch/dam/bazl/en/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclaeroplane.pdf.download.pdf/examiner_guide_easapartfclaeroplane.pdf [on-line] Available (24.01.2017)

5.3.2.2 Type Rating Instructor TRI(H)

RB 5.3.2.2 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.915 FCL.910.TRI FCL.915.TRI FCL.930.TRI FCL.930.FI ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-531 Ch.-OM Ch.-Seq.-No.	Appendix xy «Type rating instructor training course syllabus TRI(H)» MANUAL REFERENCE

APP: The training course for a type rating instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the type rating instructor training course comprehensively identifiable?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the structure of the syllabus contain all required elements?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?

Part 1

- ☐ Is the teaching and learning:
  - ☐ a pre-entry requirement/prerequisite? or
  - ☐ part of the syllabus?
    - ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
    - ☐ Are the teaching and learning instruction minimum hours at least 25 hours?

Part 2

- ☐ Does the Part 2 include:
  - ☐ a review of the technical knowledge of the concerned aircraft type?
  - ☐ example lectures given by the student instructor?
- ☐ Are the example lectures selected of the more demanding lessons from the type rating syllabus?
- ☐ Is there a statement that the example lectures are evaluated by a TRI on the applicable type rating?
- ☐ Are the technical training instruction minimum hours at least 10 hours?

Part 3

- ☐ Does the Part 3 include:
  - ☐ Flight instruction on the appropriate aircraft/simulator of at least:
    - ☐ 5 hours for single-pilot aircraft?
    - ☐ 10 hours for multi-pilot aircraft?
  - ☐ Introduction into the FSTD including Instructor Operator Station (IOS)?
  - ☐ Right/left hand seat familiarization as pilot flying?
  - ☐ Instruction on helicopter training techniques, as applicable?

☐ Additional training for student instructors being required to train emergency or abnormal procedures in an aircraft?

☐ Instruction from the FSTD instructor station and from all operating positions?

☐ Training flight on the aircraft as pilot flying?

☐ A training flight on the aircraft under the supervision of a TRI?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

TRI Rating Course

- For the development of the type rating instructor training course syllabus the following applies:

Special considerations	• When developing the course syllabus, including the associated lesson and session plans for part 2 and 3, the more demanding aircraft systems and flying training excersises should be selected; • If a Flight Simulation Training Device (FSTD) representing the concerned aircraft type is available and accessible, the instruction for the TRI candidate should be conducted on such an FSTD; Special conditions are defined where no FSTD exists, refer to AMC2 FCL.930.TRI paragraph (m) for helicopters; • If the TRI training is carried out in an FSTD only, the privileges of the TRI shall be restricted to training in the FSTD; • Special considerations should be made with regards to rarety of this training and the resulting unfamiliarity of the crew members in their functions and cockpit seating positions. Mitigations hereto should include at the very least a safety briefing and possibly cockpit training (dry cockpit drills on ground); • Also refer to subchapter «TRI(H) Course Structure and Requirements».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	• AMC2 FCL.930.TRI «TRI — Training course» for TRI(H)
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.TRI «TRI – Prerequisites»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.TRI «TRI – Training course»	--
Constraints and provisions related to time	• FCL.910.TRI «TRI — Restricted privileges» • FCL.915.TRI «TRI – Prerequisites» • FCL.930.TRI «TRI – Training course»	--
Theoretical knowledge	• FCL.930. FI «FI – Training course» • FCL.930.TRI «TRI – Training course»	• AMC1 FCL.930.FI «FI — Training course», Part 1 • AMC2 FCL.930.TRI «TRI — Training course» for TRI(H)
Flying training		

TRI(H) Course Structure and Requirements

Part 1	«Teaching and Learning» FCL.930.TRI / AMC1 FCL.930.TRI (b)	
	• 25 hours of teaching and learning.	(a)(1)
	• May be a course prerequisite/pre-entry requirement and not be part of the TRI training course syllabus; • Part 1 is fully credited for applicants holding or having held an instructor certificate.	(b)
	• The content of the teaching and learning course should comply with AMC1 FCL.920 and AMC1 FCL.930.FI Part I.	(1)
Part 2	«Technical theoretical knowledge instruction» AMC2 FCL.930.TRI Part 2	
	• Should comprise not less than 10 hours of training divided in: - a review of the technical knowledge of the concerned helicopter type; and - training in instructional methods including preparation of lesson/session plans and classroom instructional skills. • For the technical theoretical knowledge instruction the following teaching material may be used: - a complete theoretical knowledge instruction syllabus of the concerned type rating; or - subjects selected from the applicable theoretical knowledge instruction syllabus as relevant to the defined test lectures. • The course instructor may be assisted by different experts (e.g. theoretical knowledge instructors, technician, maintenance engineers etc.) but the example lectures are to be evaluated by a TRI on the applicable type rating.	(a-c)
Part 3	«Flight instruction» AMC2 FCL.930.TRI Part 3	
	• 5 hours of flight instruction on the appropriate helicopter or a simulator representing that helicopter for single-pilot helicopter and 10 hours for multi-pilot helicopter or a simulator representing that helicopter.	(a)
	Simulator: • Introduction into the FSTD (device, limitations, capabilities, safety features, instructor station and emergency evacuation).	(g)
	Simulator: • Right/left hand seat familiarisation as pilot flying.	(k 1)
	Simulator: • Instruction on helicopter training techniques – methodology, particularities and intervention strategies.	(k 2)
	Simulator: • Training for student instructors being required to train abnormal and/or emergency procedures in the helicopter.	(k 2)
	Simulator: • Familiarisation in giving: - instruction from the FSTD instructor station; and - instruction from all operating positions.	(h)
	Simulator: • Gaining experience in planning, briefing as well as providing and debriefing sessions by using all relevant instructional methods. These sessions should include a variety of exercises covering normal, abnormal and emergency operations.	(j)
	Helicopter: • Training flights as pilot flying in the instructor's seating position (gaining familiarity with cockpit ergonomics from a new seating position). This training flight should contain all necessary elements of normal and abnormal operations, which contain different visual and sensory perceptions based on seating positions. They should at the very least contain autorotations, tail rotor malfunctions and slope operations.	(k 1)

		• Conduct training flights in the role of a TRI (TRI instructor acting as the student) teaching the aircraft while operating all necessary equipment (e.g. OEI training switch or speed selectors) and intervening where necessary.	(l)

Assessment of Competence	FCL.935.TRI

- If the TRI assessment of competence is conducted in an FSTD, the TRI certificate is restricted to flight instruction in FSTD.
- The restrictions shall be lifted when the TRI has passed the assessement of competence on an aircraft.
- Refer to FOCA «Examination Guide» for helicopters:
  https://www.bazl.admin.ch/dam/bazl/it/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclhelicopter.pdf.download.pdf/examiner_guide_easapartfclhelicopter.pdf [on-line] Available (09.05.2017)

5.3.3	Class Rating Instructor CRI RB 5.3.3 ISS1 / REV5 / 23.02.2021 / APP	M/CC EVALUATION METHOD
OM/TM CL TOPIC	FCL.915 FCL.915.CRI FCL.930.CRI FCL.930.FI ORA.ATO.125 LEGAL REFERENCE	
5-TMAPP-535 Ch.-OM Ch.-Seq.-No.	Appendix xy «Class rating instructor training course syllabus CRI» MANUAL REFERENCE	

APP: The training course for a class rating instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the class rating instructor training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?

Part 1

- ☐ Is the teaching and learning:
  - ☐ a pre-entry requirement/prerequisite? or
  - ☐ part of the syllabus?
    - ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
    - ☐ Are the teaching and learning instruction minimum hours at least 25 hours?

Part 2

- ☐ Does the part 2 include:
  - ☐ a review of the general subjects of the concerned aeroplane type or class rating theoretical knowledge syllabus?
  - ☐ preparation of lesson and session plans?
  - ☐ the development of classroom/briefing and debriefing instructional skills, which include the preparation and the delivery of example lectures / lessons based on the theoretical knowledge syllabus of the class or type rating?
- ☐ Are the technical training instruction minimum hours at least:
  - ☐ 10 hours for single-engine or multi-engine aeroplane? Or
  - ☐ 20 hours for a combination of both, single-engine and multi-engine aeroplanes?

Part 3

- ☐ Does the Part 3 include:
  - ☐ 3 hours of flight instruction on single-engine aeroplanes? or
  - ☐ 5 hours of flight instruction on multi-engine aeroplanes or an FSTD representing that class or type of aeroplane, including at least 3 hours on the aeroplane?
- ☐ for single-pilot complex non high-performance aeroplanes, gaining competence to provide type specific UPRT instruction in an FSTD?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

CRI Training Course

- For the development of the class rating instructor training course syllabus the following applies:

Special considerations	• Also refer to subchapter «TRI(H) Course Structure and Requirements».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	• AMC1 FCL.930.CRI «CRI - Training course»
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.CRI «CRI – Prerequisites»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.CRI «CRI – Training course»	--
Constraints and provisions related to time	• FCL.930.CRI «CRI – Training course»	--
Theoretical knowledge	• FCL.930.FI «FI – Training course» • FCL.930.CRI «CRI – Training course»	• AMC1 FCL.930.FI «FI - Training course», Part 1 • AMC1 FCL.930.CRI «CRI - Training course»
Flying training		

CRI Course Structure and Requirements

Part 1	«Teaching and Learning» FCL.930.CRI / AMC1 FCL.930.CRI	
	• 25 hours of teaching and learning.	(a)(1)
	• May be a course prerequisite/pre-entry requirement and not be part of the CRI training course syllabus; • Part 1 is fully credited for applicants holding or having held an instructor certificate.	(b)
	• The content of the teaching and learning course should comply with AMC1 FCL.920 and AMC1 FCL.930.FI Part 1.	(f)(1) Part 1
Part 2	«Technical theoretical knowledge instruction» AMC1 FCL.930.CRI Part 2	
	• Should comprise not less than: - 10 hours for single-engine or multi-engine aeroplane; or - 20 hours for a combination of both, single-engine and multi-engine aeroplanes, divided in: ○ a review of the general subjects of the concerned aeroplane type or class rating theoretical knowledge syllabus; and ○ training in instructional methods including preparation of lesson / session plans and classroom / briefing and debriefing instructional skills in form of example lectures. • As teaching material, the class or type rating training course syllabus, including associated lesson and session plans, should be used to develop the CRI's teaching skills.	(a-e)

Part 3	«Flight instruction» FCL.930.CRI AMC1 FCL.930.CRI	
	• Should comprise of at least: - 3 hours of flight instruction on single-engine aeroplanes, or - 5 hours of flight instruction on multi-engine aeroplanes or an FSTD representing that class or type of aeroplane, including at least 3 hours on the aeroplane.	(a)(3)
	• For single-pilot complex non high-performance aeroplanes, gaining competence to provide type specific UPRT instruction in an FSTD (device, limitations, capabilities, safety features and instructor station).	Exercise 5
	Non high-performance complex aeroplane / Multi-enigne aeroplane / Single-engine aeroplane • Gaining experience in planning, briefing as well as providing and debriefing sessions by using all relevant instructional methods. These sessions should be aimed at ensuring that the applicant is able to teach the air exercises safely and efficiently to students undergoing a course of training for the issue of a class or type rating, and is divided in:	General (c)
	- Familiarisation with the aeroplane;	Exercise 1-4
	- Taxiing;	
	- Straight and level flight;	
	- Slow flight;	
	- Flight on asymmetric power;	Exercise 5
	- UPRT on FSTD.	Exercise 5

Assessment of Competence	FCL.935
• Refer to FOCA «Examination Guide» for aeroplanes: https://www.bazl.admin.ch/dam/bazl/en/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclaeroplane.pdf.download.pdf/examiner_guide_easapartfclaeroplane.pdf [on-line] Available (24.01.2017)	

5.3.4 Instrument Rating Instructor IRI

RB 5.3.4 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.915 FCL.915.IRI FCL.930.IRI FCL.930.FI ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-540 Ch.-OM Ch.-Seq.-No.	Appendix xy «Instrument rating instructor training course syllabus IRI» MANUAL REFERENCE

APP: The training course for an instrument rating instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the instrument rating instructor training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
- ☐ Are the teaching and learning instruction minimum hours at least 25 hours?
- ☐ Are all relevant subjects for the technical training defined and accurate?
- ☐ Are the technical training instruction minimum hours at least 10 hours?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

IRI Training Course

- For the development of the instrument rating instructor training course syllabus the following applies:

<table>
<tr><td>Special considerations</td><td colspan="2">--</td></tr>
<tr><td>Element of syllabus</td><td>IR
Implementing Rules</td><td>AMC/GM
Acceptable Means of Compliance/Guidance Material</td></tr>
<tr><td>Aim of the course</td><td>--</td><td>• AMC1 FCL.930.IRI «IRI - Training course»</td></tr>
<tr><td>Pre-entry requirements</td><td>• FCL.915 «General prerequisites and requirements for instructors»
• FCL.915.IRI «IRI – Prerequisites»</td><td>--</td></tr>
<tr><td>Credits</td><td>• FCL.915 «General prerequisites and requirements for instructors»
• FCL.930.IRI «IRI – Training course»</td><td>--</td></tr>
<tr><td>Constraints and provisions related to time</td><td rowspan="3">• FCL.930.FI «FI – Training course»
• FCL.930.IRI «IRI – Training course»</td><td>--</td></tr>
<tr><td>Theoretical knowledge</td><td rowspan="2">• AMC1 FCL.930.FI «FI - Training course», Part 1
• AMC1 FCL.930.IRI «IRI - Training course»</td></tr>
<tr><td>Flying training</td></tr>
</table>

5.3.5 Synthetic Flight Instructor SFI

Ch. 5.3.5 ISS1 / REV5 / 23.02.2021

5.3.5.1 Synthetic Flight Instructor SFI(A)

RB 5.3.5.1 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.915 FCL.905.SFI FCL.910.SFI FCL.915.SFI FCL.930.SFI FCL.930.FI FCL.930.TRI ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-545 Ch.-OM Ch.-Seq.-No.	Appendix xy «Synthetic flight instructor training course syllabus SFI(A)» MANUAL REFERENCE

APP: The training course for a synthetic flight instructor certificate is an element of the ATO certificate attachment and requires prior approval.

APP: To instruct two SFI(A) in parallel requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the synthetic flight instructor training course comprehensively identifiable?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the structure of the syllabus contain all required elements?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?

Part 1

- ☐ Is the teaching and learning:
  - ☐ a pre-entry requirement/prerequisite? or
  - ☐ part of the syllabus?
    - ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
    - ☐ Are the teaching and learning instruction minimum hours at least 25 hours?

Part 2

- ☐ Does the Part 2 include:
  - ☐ a refresher on Part 1 «teaching and learning»?
  - ☐ a review of the technical knowledge in terms of aeroplane systems, performance, mass and balance of the concerned aeroplane type?
  - ☐ preparation of lesson and session plans?
  - ☐ the development of classroom/briefing and debriefing instructional skills, which include the preparation and the delivery of example lectures / lessons based on the theoretical knowledge syllabus of the type rating?
- ☐ Are the example lectures selected of the more demanding aeroplane systems from the type rating syllabus?
- ☐ Are the technical training instruction minimum hours at least 10 hours?

Part 3

- ☐ Does the Part 3 include:
  - ☐ flight instruction on the appropriate simulator of at least:

- ☐ 5 hours for single-pilot aircraft?
- ☐ 10 hours for multi-pilot aircraft?

☐ the provisions concerning the parallel instruction?

☐ introduction into the FSTD?

☐ familiarisation in giving instruction from different stations based on the session plans of the concerned aeroplane?

- ☐ Are the different instructor stations defined/determinable in the session?

☐ gaining competence to provide UPRT for the concerned type rating training course?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- The aim of the SFI(A) training course is to gain thorough knowledge and understanding on fundamental principles of teaching and learning, instructional techniques and methods.
- The course shall focus on the candidate instructor's maturity and judgment including their understanding of adults, behavioural attitudes, and variable levels of learning ability. It shall emphasise also on the role of the individual and human factors in the man-machine environment. Threat and Error Management (TEM) and Crew Resource Management (CRM), including the appropriate use of behavioural markers, shall be integrated throughout.
- During the training, the candidate instructor shall get aware of their own attitude towards the importance of flight safety. The candidate instructor shall learn how to identify common errors and how to correct them properly, which should be emphasised at all times.
- The synthetic flight instructor training course is applicable for the:
  - initial issue of a SFI(A) certificate;
  - aeroplane type extension within the scope of a SFI(A) certificate; and
  - renewal of a lapsed SFI(A) certificate during the individually defined refresher training.
- Part 1 «Teaching and Learning» may be a course prerequisite/pre-entry requirement and not be part of the SFI training course syllabus. In addition, applicants holding or having held an instructor certificate shall be fully credited for Part 1 «Teaching and Learning».
- The syllabus shall be tailored appropriately to the concerned aeroplane type, using theoretical knowledge and exercises considered more demanding for the student instructor. In addition, the provisions for demanding aeroplane systems and training areas of special emphasis (TASE) shall take into account the operational suitability data in accordance with Part-21.
- SFI may instruct in parallel two SFI candidate instructors under the following scenarios:
  - one candidate is sitting at the controls (supported by a suitable pilot), while the second candidate is sitting at the IOS; this scenario may be used for demonstration of flight manoeuvres or engine out exercises; or
  - both candidates receive instruction (general introduction and handling) at the IOS.
- In this way, both candidates can develop specific competencies independently.
- Additional SFI candidate instructors may be present as observers during such an instruction given in parallel, with no credit of hours for their SFI training.

SFI (A) Course

- For the development of the synthetic flight instructor training course syllabus the following applies:

Special considerations	• When developing the course syllabus, including the associated lesson and session plans for part 2 and 3, the more demanding aircraft systems and flying training excersises should be selected. In addition, it shall ensure that the candidate instructor gains experience in planning, briefing as well as providing and debriefing sessions by using all relevant instructional methods from different stations; • Also refer to subchapter «SFI(A) Course Structure and Requirements».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	--
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.SFI «SFI – Prerequisites»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.SFI «SFI – Training course»	--
Constraints and provisions related to time	• FCL.910.SFI «SFI — Restricted privileges» • FCL.915.SFI «SFI – Prerequisites» • FCL.930.TRI «TRI – Training course»	--
Theoretical knowledge Flying training	• FCL.930.FI «FI – Training course» • FCL.930.SFI «SFI – Training course» • FCL.930.TRI «TRI – Training course»	• AMC1 FCL.930.FI «FI — Training course», Part 1 • AMC1 FCL.930.TRI «TRI — Training course», (b)(2) Part 2 and (b)(3) Part 3

SFI(A) Course Structure and Requirements

Part 1	«Teaching and Learning» FCL.930.TRI AMC1 FCL.930.TRI (b)	
	• 25 hours of teaching and learning.	(a)(1)
	• May be a course prerequisite/pre-entry requirement and not be part of the SFI training course syllabus; • Part 1 is fully credited for applicants holding or having held an instructor certificate.	(b)
	• The content of the teaching and learning course should comply with AMC1 FCL.920 and AMC1 FCL.930.FI Part 1.	(1)
Part 2	«Technical theoretical knowledge instruction» AMC1 FCL.930.TRI (b) (2)	
	• Should comprise not less than 10 hours of training divided in: - a refresher on Part 1 «Teaching and Learning»; - a review of the technical knowledge of the concerned aircraft type; and - training in instructional methods including preparation of lesson / session plans and classroom / briefing and debriefing instructional skills in form of example lectures. • A proportion of the allotted 10 hours could be integrated into the practical flight instruction lessons of Part 3, using expanded preflight and postflight briefing sessions. • As teaching material, the type rating training course syllabus, including associated lesson and session plans, should be used to develop the SFI(A)'s teaching skills. • The course instructor may be assisted by different experts (e.g. theoretical knowledge instructors, technician, maintenance engineers etc.) but the example lectures are to be evaluated by a TRI on the applicable type rating.	(i) - (iii)
Part 3	«Flight instruction» AMC1 FCL.930.TRI (b) (3)	
	• 5 hours of flight instruction on the concerned aeroplane type simulator for single-pilot aeroplane and 10 hours for multi-pilot aeroplane or SP-certified aeroplanes that are operated in multi-pilot (MP) operations, per candidate instructor.	(i) (A)
	• Introduction into the FSTD (device, limitations, capabilities, safety features, nautical knots, instructor station and emergency evacuation).	(ii)(A)
	• Gaining experience in planning, briefing as well as providing and debriefing sessions by using all relevant instructional methods from different stations. These sessions should include a variety of more demanding exercises covering normal, abnormal and emergency operations, divided in: - instruction from different stations – normal / abnormal and emergency procedures;	(i)(C-E) (ii)(B/C/F)
	- instruction from different stations – Upset Prevention and Recovery Training (UPRT).	(vi)

Assessment of Competence	FCL.935
• Refer to FOCA «Examination Guide» for aeroplanes: https://www.bazl.admin.ch/dam/bazl/en/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclaeroplane.pdf.download.pdf/examiner_guide_easapartfclaeroplane.pdf [on-line] Available (24.01.2017)	

5.3.5.2 Synthetic Flight Instructor SFI(H)

RB 5.3.5.2 ISS1 / REV5 / 23.02.2021 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.915 FCL.905.SFI FCL.910.SFI FCL.915.SFI FCL.930.SFI FCL.930.FI FCL.930.TRI ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-546 Ch.-OM Ch.-Seq.-No.	Appendix xy «Synthetic flight instructor training course syllabus SFI(H)» MANUAL REFERENCE

APP: The training course for a synthetic flight instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the synthetic flight instructor training course comprehensively identifiable?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the structure of the syllabus contain all required elements?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?

Part 1

- ☐ Is the teaching and learning:
  - ☐ a pre-entry requirement/prerequisite? or
  - ☐ part of the syllabus?
    - ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
    - ☐ Are the teaching and learning instruction minimum hours at least 25 hours?

Part 2

- ☐ Does the Part 2 include:
  - ☐ a review of the technical knowledge of the concerned aircraft type?
  - ☐ example lectures given by the student instructor?
- ☐ Are the example lectures selected of the more demanding aircraft systems from the type rating syllabus?
- ☐ Are the technical training instruction minimum hours at least 10 hours?

Part 3

- ☐ Does the Part 3 include:
  - ☐ Flight instruction on the appropriate simulator of at least:
    - ☐ 5 hours for single-pilot aircraft?
    - ☐ 10 hours for multi-pilot aircraft?
  - ☐ introduction into the FSTD?
  - ☐ familiarisation in giving instruction from different stations based on the session plans of the concerned helicopter?
    - ☐ Are the different instructor stations defined/determinable in the session?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

SFI(H) Course

- For the development of the synthetic flight instructor training course syllabus the following applies:

Special considerations	• When developing the course syllabus, including the associated lesson and session plans for part 2 and 3, the more demanding aircraft systems and flying training excersises should be selected. In addition, it shall ensure that the candidate instructor gains experience in planning, briefing as well as providing and debriefing sessions by using all relevant instructional methods from different stations; • Also refer to subchapter «SFI(H) Course Structure and Requirements».

Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	--
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.SFI «SFI – Prerequisites»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.SFI «SFI – Training course»	--
Constraints and provisions related to time	• FCL.910.SFI «SFI — Restricted privileges» • FCL.915.SFI «SFI – Prerequisites» • FCL.930.TRI «TRI – Training course»	--
Theoretical knowledge Flying training	• FCL.930. FI «FI – Training course» • FCL.930.SFI «SFI – Training course» • FCL.930.TRI «TRI – Training course»	• AMC1 FCL.930.FI «FI — Training course», Part 1 • AMC2 FCL.930.TRI «TRI — Training course» for TRI(H) Part 2 and Part 3

SFI(H) Course Structure and Requirements

Part 1	«Teaching and Learning» FCL.930.TRI AMC1 FCL.930.TRI (b)	
	• 25 hours of teaching and learning.	(a)(1)
	• May be a course prerequisite/pre-entry requirement and not be part of the SFI training course syllabus; • Part 1 is fully credited for applicants holding or having held an instructor certificate.	(b)
	• The content of the teaching and learning course should comply with AMC1 FCL.920 and AMC1 FCL.930.FI Part I.	(1)
Part 2	«Technical theoretical knowledge instruction» AMC2 FCL.930.TRI Part 2	
	• Should comprise not less than 10 hours of training divided in: - a review of the technical knowledge of the concerned helicopter type; and - training in instructional methods including preparation of lesson/session plans and classroom instructional skills. • For the technical theoretical knowledge instruction the following teaching material may be used: - a complete theoretical knowledge instruction syllabus of the concerned type rating; or - subjects selected from the applicable theoretical knowledge instruction syllabus as relevant to the defined test lectures. • The course instructor may be assisted by different experts (e.g. theoretical knowledge instructors, technician, maintenance engineers etc.) but the example lectures are to be evaluated by a TRI on the applicable type rating.	(a-c)
Part 3	«Flight instruction» AMC2 FCL.930.TRI Part 3	
	• 5 hours of flight instruction on the appropriate helicopter type simulator for single-pilot helicopter and 10 hours for multi-pilot helicopter.	(a)
	• Introduction into the FSTD (device, limitations, capabilities, safety features, instructor station and emergency evacuation).	(g)
	• Right/left hand seat familiarisation as pilot flying.	(k 1)
	• Instruction on helicopter training techniques – methodology, particularities and intervention strategies.	(k 2)
	• Training for student instructors being required to train abnormal and/or emergency procedures in the helicopter.	(k 2)
	• Familiarisation in giving: - instruction from the FSTD instructor station; and - instruction from all operating positions.	(h)
	• Gaining experience in planning, briefing as well as providing and debriefing sessions by using all relevant instructional methods. These sessions should include a variety of exercises covering normal, abnormal and emergency operations.	(j)
Assessment of Competence		FCL.935
• Refer to FOCA «Examination Guide» for helicopters: https://www.bazl.admin.ch/dam/bazl/it/dokumente/Fachleute/Ausbildung_und_Lizenzen/Ausbildungsorganisationen/examiner_guide_easapartfclhelicopter.pdf.download.pdf/examiner_guide_easapartfclhelicopter.pdf [on-line] Available (09.05.2017)		

5.3.6 Multi-Crew Cooperation Instructor MCCI

RB 5.3.6 ISS1 / REV0 / 04.01.2016 / APP

M/CC
EVALUATION METHOD

OM/TM CL TOPIC	FCL.915 FCL.905.MCCI FCL.910.MCCI FCL.915.MCCI FCL.930.MCCI ORA.ATO.125 LEGAL REFERENCE
5-TMAPP-550 Ch.-OM Ch.-Seq.-No.	Appendix xy «Multi-Crew Cooperation Instructor training course syllabus MCCI» MANUAL REFERENCE

APP: The training course for a multi-crew cooperation instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the multi-crew cooperation instructor training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
- ☐ Are the teaching and learning instruction minimum hours at least 25 hours?
- ☐ Are all relevant subjects for the technical training defined and accurate?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

MCCI Rating Course

- For the development of the multi-crew cooperation instructor training course syllabus the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	• AMC1 FCL.930.MCCI »MCCI - Training course»
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.MCCI «MCCI – Prerequisites»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.MCCI «MCCI – Training course»	--
Constraints and provisions related to time	• FCL.930.MCCI «MCCI – Training course»	--
Theoretical knowledge	• FCL.930.MCCI «MCCI – Training course»	• AMC1 FCL.930.MCCI «MCCI - Training course»
Flying training	• FCL.930.MCCI «MCCI – Training course»	• AMC1 FCL.930.MCCI «MCCI - Training course»

5.3.7	**Synthetic Training Instructor STI** RB 5.3.7 ISS1 / REV0 / 04.01.2016 / APP	M/CC EVALUATION METHOD
OM/TM CL TOPIC	FCL.915 FCL.915.STI FCL.930.STI ORA.ATO.125 LEGAL REFERENCE	
5-TMAPP-555 Ch.-OM Ch.-Seq.-No.	Appendix xy «Synthetic training instructor training course syllabus STI» MANUAL REFERENCE	

APP: The training course for a synthetic training instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the synthetic training instructor training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are all flight exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

STI Training Course

- For the development of the synthetic training instructor training course syllabus the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	--
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.STI «STI – Prerequisites»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors»	--
Constraints and provisions related to time	• FCL.930.STI «STI – Training course»	--
Theoretical knowledge	--	--
Flying training	• FCL.930.STI «STI – Training course»	--

5.3.8	**Mountain Instructor MI** RB 5.3.8 ISS1 / REV0 / 04.01.2016 / APP	M/CC EVALUATION METHOD
OM/TM CL TOPIC	FCL.915 FCL.920 FCL.915.MI FCL.930.MI ORA.ATO.125 LEGAL REFERENCE	
5-TMAPP-560 Ch.-OM Ch.-Seq.-No.	Appendix xy «Mountain instructor training course syllabus MI» MANUAL REFERENCE	

APP: The training course for a mountain instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

☐ Is the mountain instructor training course comprehensively defined in the syllabus?

☐ Does the syllabus provide information about the revision status?

☐ Does the syllabus address all elements of the course?

☐ Is the syllabus presented in a format which can be used without difficulty?

☐ Are the prerequisites defined and are they complete and accurate?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

MI Training Course

- For the development of the mountain instructor training course syllabus the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	--
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.MI «MI – Prerequisites» • FCL.930.MI «MI – Training course»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.MI «MI – Training course»	--
Constraints and provisions related to time	--	--
Theoretical knowledge	• FCL.930.MI «MI – Training course» • FCL.920 «Instructor competencies and assessment»	--
Flying training	• FCL.930.MI «MI – Training course» • FCL.920 «Instructor competencies and assessment»	--

5.3.9	**Flight Test Instructor FTI** RB 5.3.9 ISS1 / REV0 / 04.01.2016 / APP	M/CC EVALUATION METHOD
OM/TM CL TOPIC	FCL.915 FCL.915.FTI FCL.930.FTI ORA.ATO.125 LEGAL REFERENCE	
5-TMAPP-570 Ch.-OM Ch.-Seq.-No.	Appendix xy «Flight test instructor training course syllabus FTI» MANUAL REFERENCE	

APP: The training course for a flight test instructor certificate is an element of the ATO certificate attachment and requires prior approval.

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

- ☐ Is the flight test instructor training course comprehensively defined in the syllabus?
- ☐ Does the syllabus provide information about the revision status?
- ☐ Does the syllabus address all elements of the course?
- ☐ Is the syllabus presented in a format which can be used without difficulty?
- ☐ Are the prerequisites defined and are they complete and accurate?
- ☐ Are the applicable teaching/course materials specified?
- ☐ Are all relevant subjects for the teaching and learning instruction defined and accurate?
- ☐ Are the teaching and learning instruction minimum hours at least 25 hours?
- ☐ Are all relevant subjects for the technical training defined and accurate?
- ☐ Are the technical training instruction minimum hours at least 10 hours?
- ☐ Are all air exercises specified, including conditions and minimum hours?

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

FTI Training Course

- For the development of the flight test instructor training course syllabus the following applies:

Special considerations	--	
Element of syllabus	**IR** Implementing Rules	**AMC/GM** Acceptable Means of Compliance/Guidance Material
Aim of the course	--	--
Pre-entry requirements	• FCL.915 «General prerequisites and requirements for instructors» • FCL.915.FTI «FTI – Prerequisites»	--
Credits	• FCL.915 «General prerequisites and requirements for instructors» • FCL.930.FTI «FTI – Training course»	--
Constraints and provisions related to time	• FCL.930.FTI «FTI – Training course»	--
Theoretical knowledge	• FCL.930.FTI «FTI – Training course»	--
Flying training	• FCL.930.FTI «FTI – Training course»	--

CL 6 Revalidations and Renewals

Ch. 6.0 ISS1 / REV4 / 22.10.2019

6.1 Revalidation and Renewal of ratings

RB 6.1 ISS1 / REV8 / 30.05.2023

N/A
EVALUATION METHOD

OM/TM CL TOPIC	FCL.625	FCL.625.A/H	FCL.740	FCL.740.A/H	FCL.815
6-TMAPP-005 Ch.-OM-Ch.-Seq.-No.	FCL.825 LEGAL REFERENCE	Appendix 9			
	Appendix xy «Revalidation and Renewal of ratings» MANUAL REFERENCE				

IF APPLICABLE, BRIEF DESCRIPTION OF ELEMENT REQUIRING PRIOR APPROVAL

QUESTION FOR COMPLIANCE VERIFICATION AND SELF ASSESSMENT

- Revalidation: (of, e.g. a rating or certificate) means the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.
  - The validity period of a rating can only be extended as long as it is still valid. Certain conditions must be fulfilled before the expiry date of the rating.
- Renewal: (of, e.g. a rating or certificate) means the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.
  - A renewal becomes necessary as soon as a rating has lapsed.

Overview of revalidation and renewal of ratings

	Task	Conditions
Revalidation	Fulfill the conditions prescribed for the corresponding revalidation.	• Refer to Part-FCL.
Renewal	Perform an assessment of the candidates experience and knowledge.	• Refer to FCL.625, FCL.625.A, FCL.625.H, FCL.740, FCL.740.A, FCL.740.H, FCL.815, FCL.825, Appendix 9; • Refer to FCL.740(b), GM1 to Appendix 10 and GM2 to Appendix 10 for renewal requirements for pilots in an Evidence Based Training (EBT) programme.
	If necessary, establish a renewal training programme using the corresponding initial training syllabus and taking the assessment result in consideration.	
	Deliver a training completion certificate or, if no training was necessary, submit a statement including sufficient reasoning. The following FOCA form 60.531 «Aeroplane CR/TR Renewal Refresher Training Details» may be used. Note: For helicopter the same process applies but for the time being no corresponding FOCA Form exists.	
	Recommend the candidate for the renewal proficiency check.	• Refer to Appendix 7 or 9 of Part-FCL

End of Certification Leaflet